



Junior Volunteer Summer Program Application and Onboarding process

Dear Prospective Student Volunteer,

Thank you for taking interest in our Summer Program and we hope that if you are selected, you will have a great learning experience with us at Capital Health. The Junior Summer Program is an 8 week program designed for students ages 15 or older with the goal of teaching compassion for others while providing educational information and a behind-the-scenes look at health care careers.

Requirements for the Summer Program –

- A. **Eligibility Age** - 15 to 18 years. Student should be 15 years at the time of the program orientation.
- B. **Time Commitment** - A junior volunteer commitment of at least 64 hours within a span of 8 weeks is mandatory. You can choose to volunteer for 1 shift of 8 hours or 2 shifts of 4 hours per week.
- C. **Returning Juniors** - If you are a returning Junior (you have already volunteered with us during the last summer) please **do not** re-apply; you will be contacted to submit your forms separately.

Important Dates:

Applications Accepted: January 31st – March 27th, 2020 (by 4 pm)

Orientation: June 29th or June 30th, 2020 per your assigned location.

Service Commitment: July 6th - August 28th, 2020.

If you can commit to the program requirements **only then** proceed to complete the application process

Application Process

1. Complete the **Junior Volunteer Application Form** (online only) – Please make sure all current contact information is updated here, as we will use this information to send documents and updates. **The applications must reach us no later than Mar 28th, 2020 4.00pm** to be considered for the program.

2. **Welcome Email** - Once we receive your completed **Application Form** on line, we will send you a welcome email with the following documents that you need to fill and submit –

- a) **Reference Letter** - This must be completed and signed by your High School guidance counselor.
- b) **Junior Volunteer Agreement & Parental Consent Form** - Must be completed & signed by student and parent/guardian.
- c) **Authorization for Capture and Use of Images Junior Volunteers** - Must be completed & signed by student and parent/guardian (for the use of your picture for our newsletter).
- d) **Junior Volunteer Health Screening Form** - Must be completed & signed by the Physician and then submitted. All students have to take 2 TB tests. Note: 2 TB tests must be taken 1-3 weeks apart. Every TB test gets read between 48 – 72 hours.

3. Schedule and complete **Interview** by deadline provided in the welcome email. It is your responsibility to call or email to schedule the interview once you have received the welcome email.

*An application is considered **complete** only when all 3 items (#1-2 –a, b, c, d) have been returned to Volunteer Services and #3 has been scheduled.*

4. Receive your **Confirmation** – This is the confirmation that you have been selected for the program. Applying to the program doesn't guarantee a place in the program. Students with incomplete documentation will not be considered for the program.

5. Attend the **Orientation Program** - Attendance is mandatory and only for students selected for the Summer Program. The orientation will be at both our hospitals and you can choose to attend at any one of the locations. More information will be emailed separately at a later date.

6. **Uniforms** – Once you are accepted for the program you will receive emails with details about the orientation and uniforms. All Junior Volunteers have to wear their uniforms and badges while they are in the hospital volunteering. Polo shirts will be provided at orientation for a cost of \$20.00. Payment can be made **ONLY** by check made out to Capital Health.

7. Ready to **start volunteering** – You will receive your badges, department contact information and uniforms at the orientation and you will be ready to start volunteering per your schedule.

Additional policies and guidelines:

- Students are expected to serve for the entire Summer Program of 8 weeks. Attendance during this program will affect future placements.
- Applications will be processed on a first come, first serve basis, based upon when we receive your **completed Application Forms**.
- We will make every attempt to find an appropriate placement for each applicant; however we cannot guarantee a volunteer position due to volunteer availability, suitable available positions, and number of applications received. There is no option to be placed on the wait list.
- We do offer the option to select the volunteer location between our two hospitals – **Hopewell** or **Regional Medical Center** but we cannot guarantee placement per your selection.
- We will communicate predominantly via email and occasionally via phone. We will use the email address and phone number(s) you provide on the application; it is your responsibility to contact us to update any personal contact information.

We hope that you not only have a great informative experience but you also take this opportunity to make new friends, learn new things, help others and have a wonderful time at Capital Health. We look forward to having you join our volunteer family.

Sincerely,

Volunteer Services Team

Dipti Padliya, Manager

Jennifer Petrino, Department Secretary

For more information, please contact the Volunteer Services Department at Capital Health.

☎ : 1-609-303-4023 ✉ volunteer@capitalhealth.org