



1401 East Eighth St. WESLACO, TEXAS 78596 956-968-8567
P.O. Box 1110 www.knapped.org

SUMMER 2010 JUNIOR VOLUNTEER PROGRAM

Thank you for your interest in the Junior Volunteer Program at Knapp Medical Center. The Junior Volunteer program is for students ages 15 to 18 years of age. You must turn 15 by June 1, 2009 to apply for the program. Complete pages 3 & 4 (the application form, essay, parent permission, and immunization form). Return them, along with 2 written recommendations by teachers or counselors, as soon as possible to the Information Desk or Volunteer Services Office in the hospital.

- ✓ Applications are due May 1, 2010
- ✓ No late applications will be accepted.

When we receive your completed application, you will be called for an interview to be arranged with the Volunteer Coordinator. Selection of Junior Volunteers will be based upon your application, essay, recommendations, and interview. The number of Junior Volunteers accepted will also depend upon how many volunteers return from last year.

All Junior Volunteers are asked to buy their own uniforms which may be ordered through the Volunteer Services office at cost. Arrangements for payments may be made. The following uniform is standard:

For all students:

- Royal Blue Polo Shirts - \$20.00
- Khaki slacks -- no blue jeans
- White or black tennis shoes or rubber soled shoes

Before Junior Volunteers are assigned to work in the hospital, you must attend a 2 day orientation program which is scheduled this year for Tuesday and Wednesday, June 8th and 9th. Do not apply if you cannot attend orientation BOTH DAYS, ALL DAY, 8 A.M. TO 4 P.M. If you must attend summer school, most schools usually allow you to attend the orientation. These all day programs consist of information about the hospital, a tour, the Junior Volunteer program, and specific training for the different areas of volunteer service.

Thank you,

Denise Ledesma
Coordinator, Volunteer Services
❖ 969-5144
❖ Dledesma@KnappMed.org

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| <p>PLEASE KEEP THE FIRST 2 PAGES FOR YOUR INFORMATION AND TURN IN THE LAST 2 PAGES WITH YOUR RECOMMENDATIONS AND ESSAY</p> |
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DO YOU HAVE WHAT IT TAKES TO BECOME A KNAPP JUNIOR VOLUNTEER?

Yes or No

I truly want to help people? _____

I am willing to learn, follow rules, take suggestions and directions? _____

I am able to work well with others, be part of a team? _____

I understand confidentiality is important, I will not gossip about patients, doctors, employees and fellow volunteers? _____

I am reliable, will be at the hospital on time and when I am scheduled? _____

JUNIOR VOLUNTEER SERVICES

Junior Volunteers work in a variety of places throughout the hospital, these departments have demonstrated a willingness to work well with student volunteers. You will be assigned to at least two different areas when you first begin. Your assignment can vary from an office position to a nursing assistance position. There are many possibilities. Everything you do will be helpful to the staff, patients and visitors at Knapp Medical Center.

Business Office
Emergency Room
Information Desk
Laboratory
Engineering/BioMed
Medical Records
Cardiopulmonary Care
Outpatient Lobby
Education Department
Pharmacy

Nursing Assistance
Pediatrics
Telemetry
Nursery (2nd yr. Junior only)
Surgical
Women's Health Care
Rehabilitation Services
Material Management
Gift Shop - Gift Cart
Diabetes Center
Outpatient Lobby

No matter where you work, your presence is important. Junior Volunteers are scheduled 2 or 3 times a week for 1/2 a day from 8 am – 12:30 pm or 12:30 – 5 pm (or full day if transportation is a problem.) Once you are assigned a time and place, you will keep that assignment all summer. Additional departments and times are always available once the scheduling is completed or after the summer gets underway. The program will end around the second week in August.

The Department of Volunteer Services is responsible for providing Excellent, and knowledgeable volunteers to fulfill the needs and requirements of Knapp Medical Center (KMC). Volunteers are not regularly assigned to perform services indispensable to the operation of the hospital.

PLEASE KEEP THIS PAPER FOR YOUR INFORMATION

