



**Volunteer! Start where you are. Use what you have. Do what you can.**

Arthur Ashe



Northeast Georgia Health System

AUXILIARY

743 Spring Street, Gainesville, GA 30501

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316 N. Broad St., Winder, GA 30680

www.nghs.com

# teen Volunteers

where excellence in service begins

Thank you for expressing interest in Northeast Georgia Medical Center's (NGMC) Teen Volunteer Program! Volunteering is a rewarding experience, as it gives you an opportunity to help others and explore possible healthcare careers. Please be sure to carefully review the brochure which outlines the requirements of the program. NGMC seeks teenagers who are compassionate, responsible and have a sincere desire to help others. It is important to make you aware that a limited number of teen volunteers are accepted into the program each year, as teens who have served the previous year are given the first opportunity to return.

**Darcy Davidson and Leslie Miller**

*Teen Volunteer Chairs, Northeast Georgia Health System Auxiliary*

### Annual Orientation/Training

At NGMC, teen volunteers are required to be high school students with acceptable grades, a high standard of behavior and a sincere interest in helping others. Teens must be 15 years of age by June 1st to begin volunteering and may continue volunteering through the summer following graduation. All teens are required to attend an orientation session each year, participate in service area training with experienced volunteers, and complete 30 hours of volunteer service within a four to eight week period during the summer.

Teen volunteers assist with nonmedical duties at NGMC's Gainesville, Braselton or Barrow campus, New Horizons Lanier Park and New Horizons Limestone.

### Health Requirements

All volunteers are required to provide documentation of their MMR (measles, mumps and rubella) and Varicella (chicken pox) immunizations. If serving during flu season, volunteers must also provide documentation of their flu vaccination.

### Dress Code

Patients, visitors and employees easily identify Medical Center teen volunteers by their volunteer uniform. It is required that volunteers always report for duty dressed professionally in adherence to the dress code. A neat, well-groomed teen volunteer makes a great first impression. Volunteer uniforms may be purchased in the Volunteer Services Office at cost, and the volunteer expenses are tax deductible.



### Approved Uniform:

- Red polo shirt with hospital logo (\$15 each)
- Khaki pants
- Leather/athletic shoes

### Not Allowed:

- Cropped pants or skirts
- Clogs, Crocs or sandals
- Jeans (no denim clothing of any color)
- Leggings
- Tight-fitting pants
- Strong perfume and excessive jewelry
- Visible body piercings except for earrings
- Extreme hair color

### ID Badge

The ID badge is to be worn clipped to the right collar or on a lanyard and should always be worn with picture and name visible. ID badges will be made prior to the first day of volunteering.

### Lockers

While volunteering at the Medical Center, purses are to be secured in the volunteer lockers within the Volunteer Services Office. Volunteers are asked not to bring valuables or large sums of money, as NGMC is not responsible for any losses.



### Scheduling

Teen volunteers will receive a written schedule of days and hours to volunteer and should report to volunteer only if scheduled. Teen volunteers are supervised by the Volunteer Services staff, Auxiliary's Teen Committee and the supervisor in charge of the unit. Teen volunteers are always given a specific

assignment and are expected to report promptly and to make every effort to remain within the area until the volunteer shift is complete.

Please notify Volunteer Services if you are unable to volunteer.

As a teen volunteer, you accept the responsibility to volunteer until school begins. Whether or not you volunteer extra hours will be determined by the needs of the Medical Center. Before reporting to volunteer extra hours, always ask the Volunteer Services Office. If you become sick or have an accident while volunteering, consult the Volunteer Services staff. Never leave the campus without notifying Volunteer Services staff before the end of your scheduled time. Some evenings and weekends may be available depending on need.



### Benefits

Most of the rewards you will receive as a volunteer are intangible, although personally rewarding. The Medical Center is acutely aware of your contributions through your service commitment, but only you can measure the full benefits through your personal feelings of fulfillment and medical career exploration.

**The tangible benefits offered are in no way payment for your services but are conveniences to make your service more pleasant.**

- Teen volunteers will be able to charge a free meal in Café 1400, the cafeteria or The Bright Spot before or after their shift.
- Service Awards are presented to teen volunteers beginning at 50 hours of service at the Appreciation Dinner.
- Being a teen volunteer is a great way to develop a college, technical school or job reference. A record of teen volunteer service is kept on file by the Volunteer Services Office, and references may be requested by teen volunteers.
- Discount attraction and movie tickets may be purchased at [nghs.sparkfly.com](http://nghs.sparkfly.com).

### Teen Scholarships

- The Northeast Georgia Health System Auxiliary awards Teen Volunteer Scholarships (Andrew J. Dockery Teen Volunteer of the Year and The Health System Auxiliary Scholarship) to outstanding seniors who meet the following criteria:
  - A high school senior planning to further his/her education by attending college or technical school the year following graduation. (School information is to be turned in to Volunteer Services by the announced deadline.)
  - Participate in the Teen Volunteer Program for at least two consecutive summers.
  - Be of outstanding character and exhibit a true interest in helping others in addition to showing a true commitment to the Teen Volunteer Program by his/her positive attitude and a willingness to serve wherever needed and going the extra mile.

### How to Apply

- Visit [nghs.com/teen-volunteers](http://nghs.com/teen-volunteers) for more information and to apply.

