



## ADULT & COLLEGE STUDENT VOLUNTEER INFORMATION & REQUIREMENTS

Founded in 1950, Miami Children's Hospital is the only licensed specialty hospital for children in South Florida. The 289-bed freestanding facility is ranked by Child magazine among the best children's hospitals in the nation and is the only Florida pediatric hospital to be included in U.S. News & World Report's 2009-2010 listing of "America's Best Children's Hospitals." It has also been designated an American Nurses Credentialing Center (ANCC) Magnet facility, the nursing profession's most prestigious institutional honor. Miami Children's has expertise in all aspects of pediatric medicine and serves children from birth to age 21.

**Volunteers** contribute in many ways providing comfort, care and unexpected joy to the children and families in the hospital, as well as supporting the professional staff. We are excited and want to thank you for your interest in wanting to volunteer at Miami Children's Hospital. The Community and Volunteer Resources Department orients, interviews, trains and places all qualified who want to volunteer. We enthusiastically welcome individuals of all backgrounds and abilities. Applicants must have good general health, be able to communicate well in English (knowledge of a second language is a plus!), and be willing to purchase a volunteer uniform.

**Areas of Service** include but are not limited to:

Activity Cart Entertainment	Gift Shop	Nursing Unit
Bedside Buddy	Hospitality/Coffee Cart	Playroom
Business Offices	Info Desk-Welcome Ambassador	Radio Lollipop
Child Care Center	Medical Offices	Radiology-MRI
Child Life	Michael Fux Family Center	Surgical Waiting Room
Emergency Room	Music Entertainment	

### **Volunteer Commitment & Requirements**

Volunteers agree to a minimum commitment agreement in their assigned areas under one of the following: (Please Check One)

- 3 month consistently** (Non-Patient Area)  
Volunteer weekly in a three hour shift  
(2) Absences in a 3 month period of time
- 6 month consistently** (Patient Area)  
Volunteer weekly in a three hour shift  
(2) Absences allowed in a 3 month period of time
- Summer Commitment** For non local College Students (Non-Patient & Limited Patient Area)  
Volunteer (2) times a week in a three hour shift  
(2) Absences allowed during the full summer commitment period.  
Begins the week after school ends, thru the last week before school begins

**Verification of Hours:** Volunteer hours will be verified and signed off once the minimum commitment has been met.

**Orientations & Training:** Orientation attendance is required and provided by the Community and Volunteer Resources Department. You will be sent an Orientation notice invitation after your application has been received. The Volunteer Orientation takes approximately two hours. Additional Workshops are required for anyone wishing to volunteer in Patient Areas and the Child Care Center. The Patient Care Workshops usually last about 3 hours. All other departments train on the job.

**Interviews:** After attending a Volunteer Orientation you will be scheduled to have an interview. The purpose of the interview is to help us become acquainted and determine your volunteer placement and schedule.

**Uniforms:** All volunteers wear a Volunteer Uniform and Volunteer ID.

**Further details on all the information provided here and additional information will be provided at the volunteer Orientation.**

**Application Procedures:** Save application on your computer. Complete application on page 2, save on your computer, email as attachment to [Aida.panceira@mch.com](mailto:Aida.panceira@mch.com)

**US Post Mail to or bring to:**

Miami Children's Hospital  
Community & Volunteer Resources Department  
3100 S.W. 62 Ave  
Miami, FL 33155

After your application has been received, you will be e mailed or US Post mailed a Volunteer Orientation Notice Invitation.

We appreciate your interest in Miami Children's Hospital. If you have any questions, contact the Community and Volunteer Resources Department at 305-662-8225. Fax Number 305-662-8356.

# Adult & College Student Volunteer Application

(If hand writing, please use BLACK ink)

OFFICE USE ONLY	
Sent Orientation Notice: _____	
Orientation Date: _____	
Interview Date: _____	
Time: _____	

**INCLUDE ALL IMMUNIZATION RECORDS if available.**  
**College students can find records at their college/university health office.**

NAME:	DOB:	CELL PHONE:	HOME PHONE:
ADDRESS:	CITY:	ST:	ZIP:
EMAIL:			

<b>ARE YOU PRESENTLY A STUDENT</b>	WHERE?	MAJOR
CURRENT COLLEGE LEVEL	HOURS REQUIRED BY YOUR PROGRAM	DATE TO BE COMPLETED:
EMPLOYER:	OCCUPATION:	BUSINESS PHONE:
HIGHEST LEVEL OF EDUCATION COMPLETED:	COLLEGE MAJOR:	

LIST AND DESCRIBE ANY PREVIOUS VOLUNTEER EXPERIENCE YOU MAY HAVE:

LIST ANY SKILLS, INTERESTS OR HOBBIES OR EXPERIENCES YOU HAVE HAD WITH CHILDREN

AREA OR SERVICE PREFERRED?

FILL IN THE CHOICES OF TIMES WHEN YOU CAN VOLUNTEER. NUMBER THEM IN ORDER OF PREFERENCE:

	MON	TUE	WED	THURS	FRI	SAT	SUN
MORNING							
AFTERNOON							
EVENING							

REFERENCES: (someone from the community or work / do not use a relative)

Name:	RELATION:	Phone:
Name:	RELATION:	Phone:
Emergency Contact:	Relation:	Home Phone:
		Work Phone:

Have you ever been convicted of a criminal offense, had adjudication of a crime withheld or pled nolo contendere (no contest) to a crime, including but not limited to robbery, embezzlement, forgery, perjury, drugs, tax evasion, assault, battery, abuse or any criminal offense involving dishonesty, breach of trust or violence toward children:  
 NO  YES / EXPLAIN:

**\*\* A Criminal Arrest & Conviction record search is made of all prospective volunteers of the hospital. A conviction or arrest record is not necessarily a bar to acceptance as a volunteer; factors such as age at the time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. However, concealment of any conviction on this application shall be cause for discharge whenever discovered.**

SIGNATURE: (By signing this application I acknowledge the above information is true and correct)	DATE
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**This hospital fully complies with the Age Discrimination in Employment Act of 1968 and the Civil Rights Act of 1964 which prohibits employment discrimination based on race, color, creed, sex, age, national origin, physical disability or veteran status.**