



## Requirements for Junior Volunteers

### 2024 Summer Placement

**All applications and accompanying forms are due by  
Friday, April 26, 2024**

- 14-17 years of age by May 1, 2024
- Complete the initial online applications at <https://volunteer-covenanthealth.icims.com>
- Complete Junior Volunteer Application Supplement (below) including:
  - Completed reference from school counselor or teacher
  - Parental Consent
  - Provided up-to-date immunization records
- Make and maintain A/B/C grades
- Attend a mandatory orientation May 20<sup>th</sup> from 2pm – 5pm.
- Commit to a minimum of six weeks of service during the summer
- Commit to a minimum of four hours of service during each of your six weeks

Note: Junior Volunteering is different than Job shadowing. Job shadowing is a function that is overseen by the Human Resources and Nursing Department's for student over the age of 18 in healthcare-related fields.

**Accompanying materials may be submitted to:**

Fort Loudoun Medical Center \* Administrative Offices Suite 208  
550 Fort Loudoun Medical Center Drive \* Lenoir City, TN 37772  
Or email to [Tmclain@covhlth.com](mailto:Tmclain@covhlth.com)

If you have any questions or concerns please feel free to contact Tami McClain @ 865-271-6504

**All forms are due by Friday, April 26, 2024**

**When will I know if I've been accepted as a Junior Volunteer?**

All applicants will receive a confirmation letter and information about orientation the week of

**May 13, 2024**



## Junior Volunteer Application

New Applicant

Returning Volunteer

Age: \_\_\_\_\_

Have you completed the online application? (circle one) Yes No If no – please visit <https://volunteer-covenanthealth.icims.com> to do so.

If you're a returning volunteer you will need to log in and update last year's information.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Your email address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Parents' Name (s): \_\_\_\_\_

Parents' address (if different from above): \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parents email: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you related to any employee at Fort Loudoun Medical Center? (circle one) Yes No

If yes, please list name, relationship, and department: \_\_\_\_\_

Note: Hospital policy states that Junior Volunteers are not permitted to volunteer in any department where an immediate family member is employed.

Why would you like to do volunteer work at Fort Loudoun Medical Center? \_\_\_\_\_

Are you interested in a medical career? (circle one) Yes No

If so, in what area? \_\_\_\_\_

What are your hobbies, skills and special interests? \_\_\_\_\_

In addition to this volunteer service during the summer months, do you plan to:

Go to school (summer) how many hours a week? \_\_\_\_\_

Work (summer) how many hours a week? \_\_\_\_\_

Do other volunteer work (where) \_\_\_\_\_

**All forms are due by Friday, April 26, 2024**



## Junior Volunteer Placement

We try to place all junior volunteers in a location where they desire to work. However, we must consider the wishes of all junior volunteers assigned and the number of requests for each department. *Note: some departments may not be available to junior volunteers due to age restrictions in accordance to HIPAA laws.*

Please rank the following (1 being your 1<sup>st</sup> choice, and so on) in the order of your preference.

If you are not interested in a specific area, then you do not need to mark.

- Administration:** Answering phones and clerical work. Hours 8am – noon and noon – 4:30pm,
- Ambulatory Surgery Unit (ASU):** This position is in our Day Surgery Unit. Volunteers assist our staff with preparing rooms for patients, preparing patient packets, cleaning rooms after patients leave. Position works closely with clinical staff. Limited afternoon availability. *Shift usually starts at 7a.m. and concludes by 2p.m.*
- Materials Management:** This position helps staff stock supplies and delivers supplies throughout the hospital. Volunteer must be able to lift at least 25lbs. Shift starts @ 7am or 8am. *Limited availability.*
- Medical Surgical Unit:** This position assists with rounding on patients, answers call lights, fills patient's water pitchers, restocks supplies, and provides directional assistance to guests and families. Other duties as assigned. Position works closely with clinical staff.
- Physical Therapy:** This position will assist staff with cleaning rooms and equipment and answering phones. Shifts are 8-noon and 1-5pm.
- Registration:** This position involves clerical work including helping patients' register for outpatient procedures.
- Surgery Lounge Desk:** This position assists families of patients in surgery. *Limited afternoon availability. Shifts usually start at 7a.m. and concludes by 2p.m.*

## Junior Volunteer Availability Form

Due to a large volume of Junior Volunteer applications, it is important we know you are committed to providing service during the entire summer. We request six weeks of service (on your assigned day). We understand many families take vacations during this time of year so it's important to note in order to provide sufficient volunteer coverage to each area we must know these conflicts before you begin your commitment with Fort Loudoun Medical Center.

Please list any known vacation dates between 5/20/2024 – 8/10/2024 (i.e; camps, mission trips, sports practices, vacations):

Date unavailable: \_\_\_\_\_

Date unavailable: \_\_\_\_\_

Date unavailable: \_\_\_\_\_

### Your preferred volunteer shifts at Fort Loudoun Medical Center

I would like to work (please check one):  ½ day a week  1 day a week  2 days a week

(Rank 1-5 or X if unavailable) \_\_\_\_ Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday  
\_\_\_\_ Friday

Preferred shift:  7 a.m. – 11 a.m.  8 a.m. – Noon  8 a.m. – 4 p.m.  Noon – 4 p.m. .  
 3pm - 8 p.m. (ER only)

Other: please indicate: \_\_\_\_\_

- Please rank your choice of assigned days in order of your preference, with 1 being your first choice and 5 being your last choice.
- If you are unavailable on any certain day, put an X on the line.
- Underneath the day, please select your preferred shift on that day (Typically we schedule volunteers for at least four hours a shift, eight hours maximum a day).

*We will try to accommodate the frequency you would like to work but must allow all junior volunteers to work throughout the summer. Each junior volunteer will be assigned one shift per week. Volunteers who want additional days will be able to pick up from any unassigned shifts during orientation.*

### Mandatory Junior Volunteer Orientation

Junior Volunteers (new and returning) are required to attend one of the **mandatory** orientation sessions. During this session you will receive all pertinent education to your work at Fort Loudoun Medical Center and receive your ID badge. Lunch will be provided.

**Monday May 20, 2024, 2pm-5pm** Professional Building Conference Room  
(Begin volunteering week of May 20th)

**All forms are due by Friday April 26, 2024**



**Junior Volunteer Agreement, Parent Consent and Immunization Record**

*(To be completed by Junior Volunteer – return with application)*

**To Fort Loudoun Medical Center:**

If I am selected as a Junior Volunteer, I shall do my best to provide service to the highest quality and fulfil my duties as a volunteer. I will abide by all policies of the medical center.

I will report at my assigned time.

I will wear assigned uniform and follow the facility dress code.

If I am unable to work my assigned time I will notify the Volunteer Coordinator at the medical center as far in advance as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*(To be completed by parents – return with application)*

**To Fort Loudoun Medical Center:**

My daughter/son \_\_\_\_\_ has my/our permission to serve as a Junior Volunteer at Fort Loudoun Medical Center.

I/we will have the attached health certificate completed by our physician.

I/we agree to share in the responsibility of my child's volunteer commitment.

Parent (s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Immunization Record**

*Please return with application*

*To be completed by applicant's parent(s)*

All forms are due by **Friday, April 26, 2024**. No Exceptions. If your doctor's office is sending the files directly to us, they must be received by the deadline above for the application to be processed.

Name of Junior Volunteer: \_\_\_\_\_

Parent's name providing immunization records: \_\_\_\_\_

Parents, please attach the most recent copy of your child's immunization record, like you provide annually to their school.

***All forms are due by Friday April 26, 2024***



## Counselor/Teacher Reference Form for Fort Loudoun Medical Center

- Applicant should provide this form to the teacher or counselor.
- All form due by **April 26, 2024**.

Volunteer Applicant's Name: \_\_\_\_\_

Name of School/Position at School \_\_\_\_\_

Teacher/Counselor Name: \_\_\_\_\_

I have recently applied to become a Junior Volunteer at Fort Loudoun Medical Center. I have given your name as a personal reference. Please take a few minutes to answer the following questions and return this form to the address below.

Fort Loudoun Medical Center will treat the information given with the strictest confidence. If you have any questions regarding the information requested, please contact Tami McClain in Human Resources at 865-271-6504.

1. We welcome students and are concerned their schoolwork (if volunteering during school year) does not suffer as a result of volunteering. Do you think the schoolwork of this student would suffer if he/she volunteers on weekends or weekdays during the school year? Please comment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Do you recommend the applicant as a dependable person and qualified for the responsibility for a Junior Volunteer position in the Medical Center? Please comment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Do you have any concerns about this applicant's placement as a Junior Volunteer?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. How long have you known the applicant? \_\_\_\_\_
5. Additional comments:  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to complete this reference form.

---

### Please return this form to:

Fort Loudoun Medical Center \* Administrative Offices Suite 208  
550 Fort Loudoun Medical Center Drive \* Lenoir City, TN 37772

Or email to [Tmcclain@covhlth.com](mailto:Tmcclain@covhlth.com)

**All forms are due by Friday, April 26, 2024**