



VOLUNTEER SERVICES DEPARTMENT
WEST TOWER BUILDING, 4TH FLOOR
HOURS: Monday – FRIDAY, 8:00AM-5:00PM
(310) 517-4752

WEBSITE: WWW.TORRANCEMEMORIAL.ORG

EMAIL: WWW.HIGHSCHOOLSTUDENTPROGRAM@TMMC.COM

HIGH SCHOOL STUDENT VOLUNTEER PROGRAM INFORMATION SHEET

Torrance Memorial Medical Center is a nonprofit, independent community hospital that is proud to host over 900 hospital adult and high school student volunteers who help us meet the healthcare needs of our community. High school volunteer orientations are held two times per year and are **by invitation only** after submitting a pre-application online. **Please visit www.torrancememorial.org/volunteers to learn dates of when the pre-application will be available online.**

REQUIREMENTS FOR JOINING:

- ✓ Age 14-18 and attending high school in grades 9, 10, or 11 at time of orientation.
- ✓ Commit to a full one year volunteer opportunity with either a weekly 2-hour assigned shift from 4:00pm-6:00pm weekdays or a 4-hour assigned shift on alternating weekends 8:00am-12noon or 12noon-4:00pm in Escort Services.
- ✓ Complete and submit a pre-application online (dates when pre- application will be available online will be announced on website)
- ✓ Provide white top, white slacks and white support shoes with non-skid soles with white shoelaces. Blue uniform jacket and ID Badge provided by Torrance Memorial.
- ✓ Able to perform Escort Services errands such as pushing a patient in a wheelchair, delivering flowers, transporting lab specimens, delivering charts, and other tasks.
- ✓ Provide friendly, attentive service to patients, visitors, and staff.

MANDATORY PARTICIPATION IN THE FOLLOWING:

- ✓ **Upon invitation**, attend Student-Parent/Guardian information meeting prior to orientation.
- ✓ **Upon invitation**, attend a two-day orientation held from 5:00pm-7:30pm for a total of 5 hours.
- ✓ Obtain Tuberculosis (TB) Screening provided by Torrance Memorial at no cost.
- ✓ Complete 16 hours of initial training in our Escort Services department to learn hospital layout, terminology and procedures.
- ✓ Upon completion of Escort Services training, submit Escort Training Competency form and blue "Volunteer in Training" pin.
- ✓ Maintain consistent attendance on scheduled volunteer shifts.

Revised November, 2015