

Sparrow Health System Volunteer Services

Position Description

Title: ChildTime Children's Center Volunteers

Location: Sparrow Campus

Purpose: ChildTime Children's Center volunteers work, support, and aid the Center's staff by providing activities of interest to children from infant to pre-school.

Responsibilities: Check in with the Center's director and/or caregivers for daily assignment. Contribute to the daily activity plan through storytelling; projects involving music, arts or drama; crafts projects; entertaining educational presentations and/or travelogues. Activity may be designed for large groups, small groups and/or one-on-one. Assist caregivers with play activities and/or with specific needs of the children as required. Maintain confidentiality at all times.

Requirements: Must be registered in the Department of Volunteer Services. Must attend volunteer orientation and on the job training by the Center's director and/or teacher-trainers. Must be interviewed with the Center's director or her designee before placement. Volunteers commit to two days a month between 9:30am - 11:30am. A minimum of 20 hrs annual hours are required. Volunteers are also responsible for letting the Center director know when planning on being absent. Annual membership dues to the Women's Hospital Association are \$1.00. Sparrow ID badges must be worn while on duty. Must obtain TB skin test upon start and annually thereafter. Serve as a role model for consistent demonstration of Sparrow Health System's Customer Service Behavioral Standards of Performance, by respecting the Privacy and Confidentiality of those we serve. Demonstrate knowledge and respect patient, service provider, organizational confidentiality and HIPAA Security procedures and protocols as defined under the HIPAA Privacy and Security Procedures. Follow established HIPAA privacy procedures when using and/or disclosing protected health information. Maintain and protect patient rights under the HIPAA Privacy Standards.

Qualifications: Previous experience with young children, patience and nurturing skills. Musical, dramatic or artistic skills are desirable. Ability and strength to lift small infants and toddlers. Considerable bending and reaching. Willingness to follow established rules of the Center related to supervision of the children.

Knowledge of and ability to demonstrate the Sparrow ESPRIT values.

Health Considerations: If you have not had Chicken-pox and have recently been exposed, please call the Center before coming in to volunteer.

Supervision:

The daily supervision of the ChildTime Children's Center volunteers is provided by the director and the assistant director of the Center. Overall responsibility rests with the Director of Volunteer Services.