Volunteer Services Position Description

**Title:**  Industrial League  
**Position Reports to:**  Volunteer Services  
**Location:**  St. Lawrence Campus  
**Age of Population Served:**  ALL

**General Purpose:**  To sew for patients and for various departments in the hospital.

**Essential Duties:**
*This description is intended to cover the minimum essential duties assigned on a regular basis. Volunteers may be asked to perform additional duties by their department.*

- Use sewing machine.
- Design and sew articles for surgery.
- Sew quilted lap robes.
- Sew and assemble fidget blankets
- Sew and assemble walker bags.
- Sew dignity covers.
- Sew and mend other items as needed.

**Required Responsibilities of the Volunteer:**
- Demonstrate knowledge and maintain respect for patients right to privacy by following the HIPAA Privacy and Security policies and procedures.
- Adheres to ICARE values and standards of behavior (Innovation, Compassion, Accountability, Respect, Excellence).
- Role model behaviors that value diversity of our patients, volunteers, associates, and customers and supports creating an environment that is inclusive, welcoming and respectful.
- Communicates with patients, families and customers using AIDET (Acknowledge, Introduce, Durations, Explanation, Thank).
- Works in a safe manner and promptly reports any hazards identified in the work environment or related to assigned responsibilities.
- Volunteer a minimum of 36 hours annually after the initial year.
- In advance of a planned absence, arrange for a substitute.
- Maintain proper attire as required including wearing the Sparrow ID Badge.
• Pay Annual membership dues of $1.00 to the Sparrow Women's Hospital Association.
• The group meets every Tuesday from 9:00-12:00 p.m. from September – May and then one time a month from June – August.

Physical Aspects of this position:

Sight correctable to normal levels.

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<thead>
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<th>N/A</th>
<th>Rare</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
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<td>Unassisted Lifting</td>
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<td>0-10 lbs</td>
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<td>Walking</td>
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<td>Sitting</td>
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<td>Carrying</td>
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<td>Bending/Twisting</td>
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<td>Pushing</td>
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<td>Listening on the phone</td>
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Work Environment:
Volunteers work as a group and frequently have sewing machines running so one would expect a moderate to high noise level. Climate should be normal.

Last updated 7/11, 7/07