

Volunteer Opportunities



Clerical Support

Various departments. Assist staff with filing, photocopying, and collating educational materials/correspondence. Run errands for staff as needed.

Monday – Friday

One shift of 4 hours **times are flexible

Compassionate Listener

Must be over 21 years of age

Provide patients and families with a friendly visitor.

Volunteers need to be self-confident and skilled at reflective listening. Additional training required.

Daily

One shift of 4 hours **times are flexible

Concierge/Greeter

Only at Laguna Hills

To greet customers entering the parking lot and direct them where to park or to greet customers entering the hospital and escort them to their destination within the hospital if necessary.

Monday - Friday

Shifts: 8 a.m. to 12 noon, 12 to 4 p.m.

Emergency Department

Must be 18 years or older

Volunteers help maintain a calm and sympathetic atmosphere in the waiting area and assist staff with stocking supplies, running errands, preparing rooms etc.

Daily

Shifts: 9 a.m. to 1 p.m., 1 to 5:00 p.m., 5 to 9:00 p.m.

Escort & Messenger

Volunteers operate delivery service and run errands within the hospital for all departments of the medical center; such as transporting patients in wheel chairs, delivering flowers etc.

Daily

Shifts: 8 a.m. to 12 noon, 12 to 4 p.m., 4 to 8 p.m.

Gift Shop

This retail boutique provides unique gifts for the convenience of patients, visitors and Staff. Volunteers are given opportunities to sell, merchandise and buy for this service to our customers. Must be customer service oriented.

Daily

Shifts: 9 a.m. to 1 p.m., 1 to 5 p.m., 5 – 8 p.m.

Information Desks

Volunteers must greet all visitors and staff and have an outgoing and friendly disposition. Volunteer serve as receptionists at information desk locations throughout the facility, directing visitors to areas in the hospital, answering telephones, giving information, receiving and coordinating deliveries for patients.

Daily

Shifts: 8 a.m. to 12 noon, 12 to 4 p.m., 4 p.m. to 8 p.m.

Nursing Unit

Volunteer assist with re-stocking of supplies, passing food trays, answering phones, clerical support, staff errands, interact with patients and patient discharges.

Daily

Shifts: 8 a.m. to 12 noon, 12 to 4 p.m., 4 – 8 p.m.

9 a.m. to 1 p.m., 1 to 5 p.m., 5 to 8 p.m.

Surgery and CVOU Waiting Area

Only at Laguna Hills

Volunteers serve as a liaison between families in the waiting area and clinical staff in the patient recovery room.

Monday – Friday

Shifts: 8 a.m. to 12 noon, 12 to 4 p.m., 4 to 8 p.m.

Thrift Store

*Location is offsite**

This volunteer led store has opportunities to assist with sorting, pricing, merchandising, selling and displays. Must be customer service oriented.

***Thrift Store is located at 23024 Lake Forest, Laguna Hills. CA 92653 (Behind Cocos).**