



# Pediatrics

## Position Overview

The Pediatrics department volunteer helps greet and escort patients and family members to rooms or other clinic areas. They also help entertain children and keep waiting areas neat and organized. They also may help staff with clerical tasks.

## Why is this area important?

By helping to entertain children, keeping waiting areas neat and toys clean and assisting staff with clerical duties, these volunteers are enhancing service to our patients and their parents. In addition, by helping with some clerical duties, volunteers free up staff to focus on patients, which enhances care and service.

**Volunteer Shifts:** Monday-Friday, flexible shifts between 8 a.m. – 5 p.m.

## Minimum Requirements

Volunteers are required to adhere to the standard Winona Health Volunteer qualifications, as well as exemplify the Winona Health, Mission, Vision, Values, and Behavioral Standards. Volunteers must be comfortable complying with facility and department policies and procedures, and all federal, state, and local laws.

### Additional Qualifications

- Excellent communication and listening skills
- Enjoy children
- Friendly, people person
- Organized
- Ability to multitask
- Attention to detail
- Perceptive, alert, comfortable asking patients or guests if they need assistance
- Understanding of clerical/administrative tasks
- Comfortable performing routine cleaning jobs
- Demonstrate service excellence

Thank you for considering this volunteer opportunity. If you are interested in becoming a Winona Health Volunteer, please complete an application online at [winonahealth.org/volunteer](http://winonahealth.org/volunteer) or call the Volunteer Office at 507.474.3328.

**WH**Volunteers  
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[www.winonahealthfoundation.org/volunteer](http://www.winonahealthfoundation.org/volunteer) 507.474.3328