



**SAN DIEGO HOSPICE**  
*and The Institute for Palliative Medicine*

## **Volunteer Resources Program**

### **Organizational**

**Organizational volunteers** do not work directly with patients and families.

Following an interview and receiving an orientation to the San Diego Hospice and The Institute for Palliative Medicine program and philosophy, organizational volunteers determine how much time they wish to contribute—from hours to days on an intermittent or regular basis. Job-specific training for organizational volunteer positions is provided.

Although some positions may need weekend or evening volunteers, work is usually done weekdays, between 8 a.m. and 5 p.m.

#### **Opportunities include task areas such as:**

- **Office Skills (filing, general clerical, computer proficiency):** Time commitment ranges from assisting in a department on a regular once-a-week basis to helping on an intermittent basis (i.e., a specific task that can be completed in a few hours and requires a one-time commitment or a task that involves a pre-set time-limited commitment). The skills you indicate will be matched to the skills needed, after which you will be contacted regarding your availability.
- **Medical Supply Courier:** Deliver medical supplies to terminally ill patients throughout San Diego County. Volunteers must pass authorized background check. Time commitment 2-3 hours weekly, varies depending on number of deliveries needed in a particular geographic area.
- **Nursing Station Receptionist:** Work one 3-hour shift a week in the patient wings of the Inpatient Care Center at 4311 Third Avenue in Hillcrest. Weekday morning and evening shift times daily: 3-hour segments between the hours of 7 a.m. and 1 p.m. and between the hours of 4 p.m. and 9 p.m. The job involves answering desk phones and the nurse-call system linking patient rooms with the nursing desk. Volunteers need to feel comfortable in an emotional environment, have a friendly demeanor and be able to learn the multi-line phone system.