

McLAREN GREATER LANSING

Volunteer Services

Greenlawn Campus
401 West Greenlawn Avenue
Lansing, Michigan 48910
517-975-6900

Pennsylvania Campus
2727 South Pennsylvania Avenue
Lansing, Michigan 48910
517-975-6900

SERVICE	DESCRIPTION	CAMPUS	COVERAGE	SHIFTS
Breslin Lab	Take lab specimens from Breslin Cancer Center to main hospital laboratory	Greenlawn	Mon – Fri	7:45 am – noon 12:30 pm – 4 pm
Cardiac Special Studies	Supply support services for patients and their families after cardiac catheterization.	Greenlawn	Mon – Fri	9 am – 1 pm
Clerical Services	Provide clerical services to hospital departments and units including office coverage, clerical support, mailings, and special projects.	Greenlawn Pennsylvania	Mon – Fri	As needed
Emergency Department	Act as a liaison between patients, families and physicians; assist Emergency Department staff as requested.	Greenlawn	Mon – Fri	10 am – 2 pm 2 pm – 6 pm 6 pm – 10 pm
Endoscopy	Discharge patients, assist staff with patient care duties, support staff with clerical duties	Pennsylvania	Mon – Fri	Mornings Afternoons
Escorts	Escort guests from patient registration to various departments throughout the hospital.	Greenlawn	Mon – Fri	7:30 – 11:30 am 11:30 am – 3:30 pm
Escorts	Assist staff with patient discharges, pick up and deliver equipment, deliver flowers and cards to patients	Pennsylvania	Mon – Fri	10 am – 1 pm 1 – 4 pm
Family Lounge & Surgical Lounge	Provide a friendly and supportive waiting area for relatives of surgical patients. Act as a communication link between doctors and patients, and patient families.	Greenlawn Pennsylvania	Mon – Fri	<u>Greenlawn</u> 7:00 – 11:30 am 11:30 am – 4:00 pm 4:00 – 7:00 pm <u>Penn</u> 8 am – 12:30 pm 12:30 – 5:00 pm
Gift Shop – Peppermint Boutique	Retail gift shop for patients, guests and hospital staff. Provide assistance to customers, stock, unpack and price merchandise, and operate cash register.	Greenlawn	Mon – Fri Sat – Sun	10 am – 1:30 pm 1:30 pm – 5 pm 5 pm – 8 pm 1:30 – 5 pm 5 pm – 8 pm
Infant Hearing Screening	Administer hearing test to newborns.	Greenlawn	Sunday – Saturday	Flexible

SERVICE	DESCRIPTION	CAMPUS	COVERAGE	SHIFTS
Information Desk	Vital customer service component. Provide patient information to guests (ie: patient room number). Serve as receptionist, deliver mail and flowers, assist patients, customers, employees and vendors.	Pennsylvania Greenlawn	Mon – Fri Mon – Fri Sat - Sun	9 am – 2 pm 9 am – 1 pm 1 – 5 pm 5 – 8 pm
McRee Guest House	Provide a warm ‘home away from home’ for family members needing overnight accommodations. Register and check in guests; provide information and tours of House; answer telephone and act as greeter to House; make reservations.	Greenlawn	Mon – Fri Weekend Volunteers	9 am – 1pm 1 pm – 5 pm 5 pm – 9 pm 5 pm Fri – 10 am Sat 10 am Sat – 5 pm Sat 5 pm Sat – 10 am Sun 10 am Sun – 5 pm Sun
Michigan State University	Students volunteer in a variety of hospital departments. Arranged through Department of Service Learning & Civic Engagement – www.servicelearning.msu.edu Tina Houghton, Coordinator (432-3793)	Greenlawn Pennsylvania	Flexible	Flexible
Pastoral Care	Provide support to patients and families ; Eucharistic Ministers administer communion upon patient request	Greenlawn	Mon – Fri	Flexible
Patient Services	Discharge and transport patients, pick up and delivery of charts, specimens, and equipment.	Greenlawn	Mon – Fri	8 am – 12 noon 12 noon – 4 pm
Pharmacy Delivery	Provide vital delivery service between pharmacy, nursing stations, radiology, and lab.	Greenlawn	Mon – Fri	9 am – 11:30 am 12 noon – 3:30 pm
Popcorn	Make and sell popcorn for guests and staff. All funds support hospital projects.	Greenlawn	Mon – Fri	10:30 am – 2:30 pm
Sewing Projects Services	Special sewing and knitting for hospital including turbans, comfort pillows, walker bags, and activity quilts. Make stuffed animals for pediatric patients.	Greenlawn	1 st and 3 rd Thursdays	9 am – noon
Special Placement	Assignments to various hospital areas to perform short-term tasks or meet special assignment needs.	Greenlawn Pennsylvania	Flexible	Flexible
Tray Favors	Make tray favors for patient meal trays.	Greenlawn Pennsylvania	3 rd Tuesday	9 am – 1 pm
Welcome Desk	Greet guests and patients, deliver flowers and cards, escort patients as needed.	Greenlawn – Women & Childrens Bldg.	Mon – Fri	9 am – 1 pm 1 pm – 4 pm