

Southwest Health

Helping Hands Volunteering Program

Helping Hands Volunteering Program — Application Requirements

Thank you for your interest in the Helping Hands Volunteering Program at Southwest Health! We are excited to welcome motivated young people into our volunteer family.

Applicants for the Volunteering Program must meet the following requirements. Please review them carefully before submitting your application.

Age Requirement

Applicants must be incoming juniors or seniors in high school at the time of their first scheduled shift. A copy of a valid photo ID confirming student status is required.

Parent or Guardian Consent

Because participants are minors, a parent or legal guardian must sign the Volunteer Agreement & Consent Form before the applicant may begin any volunteer activity. This form will be provided upon acceptance into the program.

Recommendation Letter

Applicants must submit one letter of recommendation from a current or recent teacher, school counselor, coach, or employer. Letters from immediate family members or personal references will not be accepted.

The letter should speak to the applicant's character, reliability, and readiness to work in a professional environment. It does not need to be lengthy — a sincere, specific letter of any length is welcome.

For applicants:

A Recommendation Letter Request form is available from Volunteer Services and can also be found linked to the Volunteering section on the hospital's website at smrmc.com.

Give the form to your teacher, counselor, coach, or employer — it explains what the letter should cover and where to send it.

Recommendation letters must be received by May 14, 2026 to be considered.

Summer Hour Commitment

Accepted volunteers are expected to complete a minimum of 30 hours of service over the course of the summer program. Shifts will be scheduled in coordination with Volunteer Services based on your availability.

We understand that summer plans can be unpredictable. We ask only that you communicate in advance if you need to cancel or adjust a scheduled shift. Consistent, reliable attendance is one of the most important things you can bring to this program.

Interview

Shortlisted applicants will be invited to a brief panel interview with members of the Volunteer Services team. Interviews are typically 20–30 minutes and are designed to be a conversation, not a test. We want to learn about you — your interests, your character, and what you hope to take away from this experience.

You will be notified by phone or email regarding your interview date and time.

Service Preferences

The Helping Hands Volunteer Program offers a variety of volunteer services across Southwest Health. Please review the active services listed below and indicate your top three preferences. Preference does not guarantee placement — final assignments are made by Volunteer Services based on availability, program needs, and your skills. Additional services may be added throughout the summer as new opportunities arise.

Rank	Service	What this service involves
<input type="checkbox"/>	Heart Center Lobby Volunteer <i>Cardiology — Heart Center Lobby</i>	Greets and assists visitors, provides directions and escort within the Heart Center, offers refreshments and comfort items, and maintains the lobby area.
<input type="checkbox"/>	ASC Volunteer <i>Ambulatory Surgery Center</i>	Welcomes patients and families in the ASC, assists nursing staff, helps prepare patient recovery rooms, and delivers comfort items.
<input type="checkbox"/>	Comfort Cart Attendant <i>Various inpatient units</i>	Delivers snacks, hygiene items, and activities to patients and families on inpatient floors during scheduled rounds.
<input type="checkbox"/>	Swag Store Attendant <i>Swag Store — 6th Floor</i>	Organizes and displays store merchandise, assists customers, and processes badge pass and credit card transactions.
<input type="checkbox"/>	Environmental Safety Ambassador <i>Building-wide</i>	Conducts structured observation rounds documenting environmental safety conditions and submitting findings to Volunteer Services and Risk Management.
<input type="checkbox"/>	Surgical Services Supply Technician <i>Main OR, ASC, DDC</i>	Checks surgical supply rooms for expiration dates, rotates stock, and reports inventory concerns to nursing staff. Staff-escorted at all times.
<input type="checkbox"/>	Administrative Support Volunteer <i>As assigned — varies by department</i>	Assists departments with non-clinical task-based work such as assembling packets, laminating, filing, scanning, and preparing materials.

My top 3 service preferences:

1st choice: _____

2nd choice: _____

3rd choice: _____

Selecting a preference does not guarantee placement in that role. Final assignments are made by Volunteer Services. Additional services may become available throughout the summer — you will be notified of new opportunities as they arise.

Questions?

Contact Ronda Armstrong, Manager of Guest and Volunteer Services.

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