



## Volunteer Placement Description

**Position Title:** Art Assistant

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**Hours:** Monday – Thursday 9:30-12:00, 12:00- 2:00, 2:00-4:30, Friday 9:30-12:00, 2:45-3:15

**Training:** Sign up for training on your volunteer portal, [stjude.vsyslive.com](http://stjude.vsyslive.com)

**Issue Date:** 3/23

**Reviewed/Updated:** 4/25, 11/25

## For All Volunteer Placements

### General Expectations:

- Notify the Family, Guest & Volunteer Services Department of any absences.
- Sign in and out for each shift using the volunteer management database and wear your hospital-issued ID badge and purple neck rope prominently.
- Shift Management:
  - Utilize your volunteer portal, [stjude.vsyslive.com](http://stjude.vsyslive.com), to assign yourself to the available shift assignments and track service records.
  - Use your volunteer portal to update contact information, check schedules, view service records and schedule shifts from your computer or smartphone.
  - Your supervisor will be notified automatically of any schedule changes made through the portal.
  - If your change needs to be made within 24 hours of your schedule assignment, you must contact your supervisor by phone or email.
- Maintain confidentiality at all times and refrain from sharing information learned during volunteering outside the unit, department, or hospital.
- Adhere to the volunteer dress code.

### Compliance:

- Uphold confidentiality standards and adhere to all hospital policies while volunteering.
- Adhere to infection control standards for any area in which you serve.
- Respect the multi-cultural needs of patients and families.

- Successfully complete yearly competency quiz and any other mandatory training assigned.
- Follow St. Jude policies for reporting and handling accidents or injuries.
- Report any unusual occurrences, such as unusual behaviors, immediately to security, supervisor or other staff members.

#### **Physical Requirements and Abilities:**

- Regularly required to stand, walk, sit, kneel, use hands to handle or feel objects and communicate verbally.
- Must be able to hear clearly and accurately to ensure effective communication and situational awareness, for example, clearly hear and understand overhead announcements.
- Specific vision abilities include close vision, depth perception and the ability to adjust focus.
- Occasionally lift and/or move up to 25 pounds occasionally if needed.

#### **Cultural Sensitivity:**

- Demonstrate respect and understanding of the diverse cultural backgrounds represented at St. Jude.

## **Art Assistant Volunteer Program**

#### **Overview & Objective:**

The Family Commons Makerspace, Pop of Art, and Studio 262 offer patients and their families a place to create, explore, and make through a variety of mediums and hands-on activities. Volunteers assist the Family Commons Creative Team in meeting these objectives through supporting group activities, one on one interactions, and prepping for future programming.

#### **Role Specific Responsibilities:**

- Engage in creative activities such as painting, fiber arts, 3D printing, musical instrument playing, singing and theatrical performances, Cricut design, or other fine arts and general crafts.
- Familiarize yourself with the volunteer management database guide and learn how to assign yourself to the available shift assignments. Use this web-based software to update contact information, check schedules, view service records, and schedule shifts from your computers or smartphone. Sign in and out for each shift in the volunteer services work room. Your supervisor will be automatically notified of any schedule changes made via the software. You must contact your supervisor by phone if you make changes within 24 hours of your scheduled assignment.
- Keep hospital-issued identification above the waist and purple neck rope visible.

- Always maintain confidentiality. Do not discuss any information learned while volunteering with anyone outside of the unit, department, or hospital.
- Assist in preparing, maintaining, organizing, and cleaning materials and supplies according to the cleaning policy. May also be directed to dispose of broken or soft materials such as play dough, which may only be used one time.
- Be able to recognize unusual occurrences, unusual behaviors and report them immediately to the supervisor

**Required Skills, Knowledge, Experience & Attitude:**

- Warm, friendly, and patient demeanor.
- Able to function independently and work effectively with others without direct supervision.
- Must exhibit warm, friendly, and patient mannerisms.
- Able to work with a diverse population, recognizing and respecting their multi-cultural needs.
- Enjoy working with children and teens and be sensitive to their needs.
- Able to function effectively under conditions of stress and variability.
- Willingness to work with technology, including an iPhone app and the volunteer portal.

**Communication & Interpersonal Skills:**

- Must be fluent in the English language.
- Able to communicate effectively and work collaboratively with others.
- Able to confidently approach families in a kind, welcoming, and engaging manner.
- Able to communicate effectively with children.
- Able to respond to children's needs in various situations.

**Knowledge & Adaptability:**

- Experience in working with children/teens of a variety of ages is strongly preferred.
- Able to safely supervise children.
- Must demonstrate the knowledge and skills necessary to provide age-appropriate care to all patients served.

**Licenses or certifications:**

- N/A

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