



Making lives better tomorrow by volunteering today

VA Butler Healthcare’s Voluntary Services Department announces it’s Annual Summer Youth Volunteer Program that will run June through September. The program this year is “**Special Assignments.**” A complete listing of the **Assignments** is listed on the back of this flier. Youth must be at least 14 years of age, complete the **2011 Summer Youth Volunteer Program Packet** and attend an orientation (the orientation consists of a TB test, fingerprinting and general training). Parental Consent is required. Volunteer application packets are due at least 5 business days prior to the scheduled orientation day.

Orientation dates for the summer are::

- *Tuesday, June 7 8am—12pm (Applications due by Tuesday, May 31)
- *Saturday, June 18 8am—12pm (Applications due by Monday, June 13)
- *Tuesday, June 28 8am—12pm (Applications due by Tuesday, June 21)

The packet can be mailed, emailed or downloaded from VA Butler’s website at **www.butler.va.gov**, under **Volunteer Opportunities**.

For an application packet or additional questions, interested persons are to contact Paula McCarl, Voluntary Services Coordinator, at 724-285-2575 or e-mail at **Paula.McCarl@va.gov**.



SPECIAL ASSIGNMENTS

Assignment 1: Grounds & Transportation— age 14 or older; 1 volunteer; 1 time per week for 3 to 4 hours; Assist with washing vehicles, weeding, planting, watering plants and other assignments as directed.

Assignment 2: Radiology— age 14 or older; 5 volunteers; 1 volunteer per day, Monday through Friday, 3 to 4 hours per day between the hours of 8am—4:30pm; Assist with packing films and pulling folders and other assignments as directed.

Assignment 3: Pre-Registration & Enrollment—age 16 or older; 5 volunteers; 1 volunteer per day, Monday through Friday, between the hours of 8am—4:30pm (mornings preferred); Assist with mailings, stamping envelopes, and support other needs in the Primary Care Out-patient Waiting area and other assignments as directed.

Assignment 4: Escort—age 14 or older; 10 volunteers; 2 volunteers per day, Monday through Friday, between the hours of 8am—3:30pm; Transport in-house Veterans to and from appointments, run errands, assist with mailings, take Veterans outside on nice days and other assignments as directed.

Assignment 5: Nutrition & Food Service—16 years or older; Wednesday, 8am—3pm; Assist with appointment reminder calls, data collection, assist with special events, clerical support, decorating, birthday menu inventory and other assignments as directed.

Assignment 6: Prosthetics—age 14 or older; 3 volunteers; 1 volunteer for 3 days per week (excluding Tuesday) from 10am—12pm ; Assist with opening mail, highlighting purchase card order numbers, filing and other clerical assignments as directed.

Assignment 7: Adult Day Health Care (ADHC) - age 14 or older; 5 volunteers; 1 volunteer per day, Monday through Friday, from 8:30am—2:30pm; Assist with escorting Veterans on and off the bus, escort to in-house appointments, help with special events, assist with snack and lunch service, activities and other assignments as directed.

Assignment 8: Behavioral Health—age 16 or older; 1 or 2 volunteers; Monday from 7:30am— 1 or 2:30pm; Assist Veterans checking in at kiosk, mailings, copying, filing, and any other assignment as directed.

Assignment 9: Main Lobby Greeter—age 16 or older: 3 volunteers; 1 volunteer on Monday, Wednesday, and Friday from 7:30am—2:30pm; Greet visitors to the facility, direct visitors to requested locations, organize/clean-up main lobby and other assignments as directed.

Assignment 10: Veterans History Project—age 14 or older: 1 volunteer; days and hours will vary; can work on project at home; must have excellent typing and grammar; Assist with transcribing Veteran interviews into word documents, data entry, research, and assist with taped interviews at VA Butler Healthcare.

Assignment 11: Move/HealthierUS Veteran—age 14 or older; 1 or 2 volunteers; several days per week, Monday through Friday 1 to 2 hours per day; must have good telephone skills and speaking voice; Make reminder phone calls to Veterans.

Assignment 12: Shuttle Service—age 16 or older; 5 volunteers; 1 volunteer per day, Monday through Friday, from 7:30a.m.—3:30pm; must have a driver's license; Escort individuals to and from the facility using the Shuttle Golf Cart.