

Lee Memorial Health System  
**Volunteer Opportunities**  
Gulf Coast Hospital  
Southwest Florida Regional Medical Center

Service Areas and shifts are subject to change based on staffing needs. Work shifts typically run 8:00 – 12:00, 12:00 – 4:00, 4:00 – 8:00 (some exceptions). This listing is subject to change based on scheduling needs. Jobs are classified as patient-contact or non-patient (clerical) contact based on the amount of time spent interacting with patients.

**SOUTHWEST FLORIDA REGIONAL MEDICAL CENTER (Winkler Avenue)**

- CCU Information Desk (patient)** – Greet visitors, checking with staff about patient's condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Clerical Support** - Assists in various departments with answering phones, greeting customers, filing, making copies etc.
- CMICU Information Desk (patient)** – Greet visitors, checking with staff about patient's condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- CVRU Information Desk (patient)** – Greet visitors, checking with staff about patient's condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Emergency Department (patient)** – Greet patients and visitors and assist them in getting registered at Triage desk, attend to visitors and patients in waiting area. Or work in the patient treatment area assisting staff with miscellaneous duties.
- Endo Information Desk – (patient)** - Greet visitors, checking with staff about patient's condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Evans Lobby Information Desk (non-patient)** – Greet and escort patient and visitors, look up patient information (minimal computer work), deliver patient mail, deliver flowers, and other duties as assigned.
- Food & Nutrition Service (non-patient)** – Assist in cafeteria, cleaning tables, wiping trays, restocking.
- Medical Floor Service (patient)** – Deliver water, linens, and answer call lights, and other duties as assigned.
- Newspaper/Paper Deliver - (patient)** – Deliver the News-press to patient's room daily.
- Outpatient Oncology (patient)** – Assist courier to lab, pharmacy, and other duties as assigned.
- Patient Relations (patient)** – Contacting new patients daily, checking to see if patient has special needs, concerns, etc.
- Patient Transporter (patient)** – Taking patients and visitors to rooms, via wheelchair on admission, discharge patients and personal belongings, via wheelchair throughout hospital.
- Pharmacy (non-patient)** - Receiving orders, sending medications to nursing units, putting away meds, preparing and restocking as requested.
- Pre-Admit Testing (patient)** – Greet patients after registration is complete. Assists with answering phone and other clerical duties as assigned.
- Radiology (non-patient)** – Pulling and filing x-ray jackets. File reports into patient charts, and assisting clerical staff with patient requests.
- Recovery II - Same Day Surgery (patient)** – Assisting staff when patients come out of surgery. Getting patients something to drink, warm blanket, restocking supplies, room turnover, discharging patients by wheelchair and other duties as assigned.
- Surgical Waiting Room Information Desk (patient)** - Greet visitors, checking with staff about patient's condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Sterile Processing Department (non-patient)** – Service operating room, retrieving used supplies and restocking.
- Thrift Store (non-patient)** – Price, fold, display, clerk and sales.
- Trolley Driver (non-patient)** – Driving golf cart around campus to pick up and drop off patients and visitors. *Valid Driver's License required and Annual Eye Test exam.*
- Winkler Lobby Information Desk (non-patient):** **Greet and escort patient and visitors, look up patient information (minimal computer work), give directions, and other duties as assigned.**

## GULF COAST HOSPITAL (Metro and Daniels)

- CCU Information Desk (patient)** – Greet visitors, checking with staff about patient’s condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Clerical Support** - Assists in various departments with answering phones, greeting customers, filing, making copies etc.
- CMICU Information Desk (patient)** – Greet visitors, checking with staff about patient’s condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- CVRU Information Desk (patient)** – Greet visitors, checking with staff about patient’s condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Emergency Department (patient)** – Greet patients and visitors and assist them in getting registered at Triage desk, attend to visitors and patients in waiting area. Or work in the patient treatment area assisting staff with miscellaneous duties.
- Food & Nutrition Service (non-patient)** – Assist in cafeteria, cleaning tables, wiping trays, restocking.
- Medical Floor Service (patient)** – Deliver water, linens, and answer call lights, and other duties as assigned.
- Newspaper/Paper Deliver - (patient)** – Deliver the News-press to patient’s room daily.
- Patient Relations (patient)** – Contacting new patients daily, checking to see if patient has special needs, concerns, etc.
- Patient Transporter (patient)** – Taking patients and visitors to rooms, via wheelchair on admission, discharge patients and personal belongings, via wheelchair throughout hospital.
- Pharmacy (non-patient)** - Receiving orders, sending medications to nursing units, putting away meds, preparing and restocking as requested.
- Pre-Admit Testing (patient)** – Greet patients after registration is complete. Assists with answering phone and other clerical duties as assigned.
- Radiology (non-patient)** – Pulling and filing x-ray jackets. File reports into patient charts, and assisting clerical staff with patient requests.
- Recovery II - Same Day Surgery (patient)** – Assisting staff when patients come out of surgery. Getting patients something to drink, warm blanket, restocking supplies, room turnover, discharging patients by wheelchair, and other duties as assigned.
- Surgical Waiting Room Information Desk (patient)** - Greet visitors, checking with staff about patient’s condition and visitation, keep family updated and informed about procedures etc. Other duties as assigned.
- Sterile Processing Department (non-patient)** – Service operating room, retrieving used supplies and restocking.
- Thrift Store (non-patient)** – Price, fold, display, clerk and sales.
- Trolley Driver (non-patient)** – Driving golf cart around campus to pick up and drop off patients and visitors. *Valid Driver’s License required and Annual Eye Test exam.*

## OTHER LOCATIONS

- Share Club Plus - South (non-patient)** - Greet members, assist with miscellaneous activities, clerical support and other duties as assigned.
- Share Club Plus – North (non-patients)** - Greet members, assist with miscellaneous activities, clerical support and other duties as assigned.