



# Mary Washington Healthcare

Junior Volunteer Program  
Information Packet

SUMMER 2024

## Mary Washington Healthcare Junior Volunteer Program

Prospective Volunteers:

Thank you for your interest in Mary Washington Healthcare's 2024 Junior Volunteer Program.

**!** NOTE: The 2024 Junior Volunteer program may have to be altered, postponed, or cancelled due to COVID 19 or other circumstances beyond our control. Thank you for your understanding!

**Covid-19 vaccinations are no longer required.**

Included in the Junior Volunteer Program Information Packet you will find:

- Overview of the Junior Volunteer Program
- Guidelines, eligibility requirements and selection process
- Important dates to consider
- Application instructions
- An application checklist to aid you in compiling all required information

Contact Volunteer Services with any questions concerning the information in this packet.

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Participation in the Junior Volunteer Program provides a meaningful service to our patients, patient families, and staff. This is a serious commitment of time and energy; one you should think through thoroughly. Realistically consider other commitments such as sports, summer camps, vacations, etc. **Review the requirements of this program carefully and discuss them with your parents or guardian before applying.**

Thank you again for your interest and please read on to learn more about becoming a 2024 Mary Washington Healthcare Junior Volunteer.

Sincerely,

*Tammi W. Ellis*

Tammi W. Ellis  
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# Mary Washington Healthcare Junior Volunteer Program

## Program Overview

### Mission Statement for Mary Washington Healthcare (MWHC)

To improve the health of the people in the communities we serve.

### About the Program

The Junior Volunteer Program is an opportunity for high school students to provide valuable voluntary service while developing a sense of civic responsibility.

Junior Volunteers are placed at Mary Washington Hospital and Stafford Hospital. **Only pick one location when applying.**

### Program Dates

All sessions are two-weeks Monday – Friday, in the morning. Afternoon sessions will not be offered this year but may be added if the need arises. Students will be given the opportunity to make a first and second choice of session date on the on-line application.

Session	Dates	Shift Time
Session 1	June 3 - 14	8:00 a.m. – 12:00 p.m.
Session 2	June 17 - 28	8:00 a.m. – 12:00 p.m.
Session 3	July 8 - 19	8:00 a.m. – 12:00 p.m. (MWH only)
Session 4	July 22 – August 2	8:00 a.m. – 12:00 p.m. (MWH only)

### Program Participants

Applicants **must:**

- Live, or attend school in the MWHC service area (City of Fredericksburg, Stafford, Spotsylvania, King George, Caroline, and southern Prince William counties). In keeping with our mission’s focus on community, this program is only available to those students residing in and attending high school in MWHC’s primary service area.
- Be genuinely interested in giving excellent service to patients, families, staff, and visitors of Mary Washington Healthcare.
- Be available to work each day of their assigned 2-week session. If you know in advance that you will be attending summer camp, traveling out of town, or unavailable to fulfill the time requirements, **please do not apply.** No make-up days for missed days will be available.

### Selection as a Junior Volunteer

- This is a **highly competitive selection process**. Due to limited site placements, **we will not be able to accept every applicant**. Selection is based on the student’s application, personal statement, and interview, as well as attendance at the mandatory Parent/Guardian information session.

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- Applicants selected to move forward in the interview process **MUST** attend the mandatory Parent/Guardian information session to continue in the selection process.
- If you are chosen to be a 2024 Junior Volunteer, you must attend a **mandatory orientation session**.
- Incomplete applications will not be considered. Please make sure that the application is filled out completely and that all questions on the application and personal statements are answered in complete sentences. (Use the application checklist to ensure your application is complete.)

### Volunteer Eligibility Requirements

#### Age

- You must be at least 15 years of age by June 1, 2024
- You must be a current Sophomore or Junior and attend a local high school or high school equivalency program at the time of application. There are no exceptions.

#### Scholastic Requirements

- You must be eligible for promotion to the next grade level.
- You must have an acceptable attendance record.
- You must provide a copy of your most recent report card.

#### Selection Process

- The in-person interview is an important part of the selection process.
- Applicants should be dressed appropriately and be on time.
- Applicants will be interviewed in small groups which allows us to see how they interact with their peers and show enthusiasm for the Junior Volunteer program.
- Group interviews may be virtual or in-person.

#### Service Requirements

- Junior Volunteers must be able to serve 40 hours during the assigned summer session. This is fulfilled during a two-week session of 4 hours per day, five days per week.
- **NO MAKE-UP DAYS** are available during the two-week session.
- Recommendations will only be given to those completing the full 40 hours. All volunteer hours will be verified and emailed to the student after the end of the session.

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### Uniform/Dress Code

- All Junior Volunteers will be required to wear the designated shirt with khaki pants/slacks – NO DENIM or LEGGINGS.
- Shirts must be purchased at orientation for \$20.
- Junior Volunteers not only represent the organization but also represent themselves. You are always expected to be neat, clean, and professional. Anything less is considered non-compliant, and the volunteer will be sent home.
- Additional dress code guidelines will be covered at the mandatory Parent/Guardian meeting.

### Transportation

- Junior Volunteers are responsible for their own transportation to and from the hospital.
- Volunteers should arrive within 10-15 minutes prior to their shift and clock out immediately upon completion.
- Clocking in early or late to gain additional hours is not permitted.

### Student Email Requirement

- **ALL communication will be conducted via the student's email address.**
- Applicants will be notified of their application status and receive further instructions addressed to the email listed in the application.
- Timely response to invitations and notifications is the responsibility of the applicant. We ask that the teen themselves, not the parents, handle communication with our office. This promotes relationship building and is an excellent learning opportunity for the student.

## Application Process and Deadlines:

### Application

The online application consists of three items:

- Application form – **must include student's email address** (not parent email address)
- Personal Statement
- Report Card

All three items must be submitted by **February 4, 2024 at 11:59 p.m.** You will receive a link to the personal statement and report card forms after you submit the application. So do not wait until the last minute to fill out the application. The application, personal statement and report card must be submitted by the deadline.

### Mandatory Parent/Guardian Information Sessions

After the application deadline, candidates chosen to move forward in the selection process **will be emailed an invitation** to one of the mandatory Parent/Guardian Information Sessions. (Held during late Feb/early March.)

- A parent or guardian **must attend** the Information Session with the candidate.
- If able, we will hold the parent/guardian meetings in person.

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- If necessary to hold the session virtually, both the candidate and a parent must log in to the virtual Teams session.
- Parental consent forms, TB Symptom Questionnaires and other pertinent information will be distributed at this meeting.

### Group Interviews

**For those moving forward**, group interviews will be conducted during the week of March 11-15, 2024.

- Interview invitations with time, date, and location will be sent via email.
- Limited opportunities for make-up interview dates will be granted on an as-needed basis.
- It is the applicant's responsibility to check their email and respond accordingly. Failure to respond in a timely manner will remove the applicant from consideration.
- All interviews will be completed by March 29, 2024.

The signed Parental Consent form will be due at the group interview.

### If Selected:

#### Immunization Record/TB Questionnaire

If you are accepted into the Junior Volunteer Program, you will need to provide a copy of your immunization record, and signed TB Questionnaire by **April 30, 2024.**

#### Orientation

**If offered a position in the 2024 Junior Volunteer Program**, you will be **required** to attend a mandatory orientation session prior to the session you are volunteering. You will receive the dates/times/location of orientation at the time of acceptance.

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## 2024 Junior Volunteer Application Checklist

If you feel confident that you can meet all requirements, please proceed with your application submission. Use the list below throughout the process to be certain you do not miss anything. Only complete packets will be considered.

Submit the online application, personal statement, and report cards to the hospital to which you are applying. **Submissions should be received no later than February 4, 2024 at 11:59 p.m..**

**Complete Online Junior Volunteer Application (found at [volunteers.mwhc.com](https://volunteers.mwhc.com))**

- All items completed
- Apply to **one** hospital only
- Confirmation email with link to Personal Statement and Report Card form received

**Submit Personal Statement & Upload Report Card – Completed Online**

- Responses written by candidate
- Responses are free of spelling and grammatical errors to the best of your ability
- Responses contain no more than 250 words each
- Report card, with attendance record, uploaded

If selected to continue with application process:

- Attend Parent/Guardian Session with Parent/Guardian
- Attend Group Interview
- Submit signed Parental consent form at interview (if in person) or prior to interview (if virtual)

If selected for the Junior Volunteer Program:

- Submit immunization records, TB questionnaire, no later than April 30, 2024
- Attend Orientation session

**Questions? If you have any questions, please contact Volunteer Services:**

**Mary Washington Hospital; 540.741.1440; [Tammi.ellis@mwhc.com](mailto:Tammi.ellis@mwhc.com) or [Candace.trull@mwhc.com](mailto:Candace.trull@mwhc.com)**

**Stafford Hospital at 540.741.9660; [Jamie.henshaw@mwhc.com](mailto:Jamie.henshaw@mwhc.com)**