



Dear Community Member,

Thank you for your interest in Southeast Louisiana Veterans Health Care System's Summer Youth Program. This is program for students entering 10th- 12th grade in high school, to volunteer at the VA. Their summer experience will give them an understanding of what it means to "serve those that have served others".

Below are listed our available positions to serve in this summer:

- Ambassador- Provide assistance and customer service to Veterans and guests at one of the information desks throughout the hospital.
- Biomedical Engineering- Mondays and Wednesdays only. Assist with administrative tasks involved in the lifecycle management of equipment, including preventive maintenance planning, equipment installation planning, and work order tracking.
- Canteen Service- Provide customer service by assisting and greeting all customers and paying close attention to our Veterans in wheelchairs, scooters and walkers.
- Community & Public Relations- Assist the team with projects such as mass mailings, interviews, photography, print productions, and medical media projects.
- Employee Education- Assist with setting-up and pre-staging promotional material around the campus, supporting administrative work and special projects in the department.
- Employee Health- Help with administrative tasks in the Employee Health Office.
- Hammond Clinic Admin Assistant- Assist in administrative tasks at the Hammond Outpatient Clinic, such as patient reminder phone calls.
- Healthy Teaching Kitchen- Thursdays, 10 am- 2 pm only. Assist RDN with nutrition and cooking class including set up and break down of room and kitchen.
- Voluntary Service- Help support daily administrative aspects of the Voluntary Service Department, along with supporting the planning and running of special events.

Youth volunteers will have some flexibility to set their own hours. The summer will run June 4- July 26, 2018. Volunteer hours will be structured during the hours of Monday- Friday, 7:30 a.m.- 4:30 p.m. **May 30 will be a mandatory orientation for all youth participants from 9:00 a.m. - 2:00 p.m.**



We will also have a mandatory orientation meeting for parents, Monday, May 7 at 5 pm, and Saturday, May 12 at 10 am. It is required that parents/guardians attend one of these sessions. Youth volunteers highly encouraged to come.

Please see the attached application, *due April 27*, where volunteers can indicate their top three volunteer assignments, along with indicating the days and times available to volunteer. While it is not required to volunteer every day of the week, *we do expect youth volunteers to complete the entire 8-week program to participate.*

We look forward to an excellent group of volunteers participating with us this summer! Please do not hesitate to contact me if you have any additional questions.

Thank you.

Sincerely,

Cynthia White
Voluntary Service Specialist
Southeast Louisiana Veterans Health Care System
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Southeast Louisiana Veterans Health Care System
Summer Youth Volunteer 2018 Application

June 4- July 27, 2018

Deadline: April 27

Email applications to:

VHANOLVOLUNTARYSERVICE@VA.GOV

Name: _____ Age: _____ Grade: _____

Address: _____
Street

Address: _____ City _____ zip _____ School: _____

Email: _____ Home Phone Number: _____

Parent or Guardian's Name: _____

Parent or Guardian's day phone: _____ cell number: _____

Parent or Guardian's email: _____

Emergency Contact Information:

Name: _____ Phone: _____

Please indicate what days/shifts you are available:

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am- 12 pm					
12 pm- 4 pm					
Full Day					

Please rate your top 3 volunteer assignments*: **We do our best to match you with one of your top three choices.*

___ Canteen Service

___ Employee Education

___ Hammond CBOC

___ Employee Health

___ Voluntary Service

___ Biomedical Engineering
 (Mondays & Wednesdays
 only)

___ Healthy Teaching Kitchen

___ Public Relations

(Thursdays 10 am- 2 pm only)

___ Ambassador

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Please attach a one page typed motivational statement about what interests you about volunteering with Veterans in our VA Health Care System. Feel free to reflect on our Voluntary Service theme, "Serving Those Who Have Served." Please include your name on the top of the page.