



Texas Children's Hospital

Summer Junior Application Process

Volunteering in a hospital can be a lot of fun, but it also comes with a great deal of responsibility. In order to help you make the most of your time as a volunteer, there are a number of steps we ask everyone to complete to help prepare them to volunteer in a hospital setting. Participation in the Summer Junior Volunteer Program is contingent on successfully completing each of the following steps:

1. Application: The first official step for the 2018 Summer Junior Program will be submitting an application. You will have from 12pm Saturday, February 3rd- 5pm Saturday, February 10th to submit an online application. One letter of recommendation and a recent report card will be required when you submit your application. Applications must have the teen applicant's phone number and email address. The letter of recommendation and report card must be attached and uploaded to the application. You will see a green check mark once this has been completed. Letters of recommendation can also be submitted at volunteerservices@texaschildrens.org with the applicants name as the subject line. Application, report card and letter of recommendation must be submitted by the deadline. Please allow 3 business days to receive a confirmation email that your application has been received. Only completed applications will be considered. Please only apply to one campus. Information for the West Campus Summer Junior Program can be found on their website. **Applications submitted for multiple campuses will not be considered.**

You will receive an email notification regarding your status a week after the application has closed. If you receive an email indicating that you are eligible for the next steps, you must complete these next requirements:

2. Mandatory Information Session: The information session is an opportunity to determine if the Summer Program is right for you. **An invitation to the Information Session does not guarantee your acceptance into the program.** We will offer two information session dates. Please be sure to arrive early for the Information Session. If you miss the information session or arrive late to the session, you will not be able to participate in the program.

After the Information Session, you will receive an email notification regarding your status and if you have been invited for an in-person interview.

3. Interview: You must attend an interview by the given deadline. Interviews are conducted 7 days a week. Excuse notes will be provided upon request only. At the interview, you will submit your 2018 TB Skin Test results, Health History Questionnaire, and the Junior Volunteer Parent Agreement. A parent or legal guardian must accompany you to the interview. Interviews will not be conducted if you do not bring your paperwork or if you are not accompanied by a parent or guardian. You may also have the chance to obtain your volunteer badge and polo uniform (\$13). Please bring a school or government

photo ID or birth certificate. If you miss your interview or do not attend an interview by the deadline, you will not be able to participate in the 2018 Summer Junior Program.

4. Trainings: All volunteers are required to attend trainings for each area where they will be volunteering. Training attendance is required to remain in the program. Specific training information will be shared at the interview. Some trainings will be conducted in May while the rest will be conducted the first week of the program. If you miss a training, you will not be able to participate in the 2018 Summer Junior Program.

5. First week of program: The first week of the Summer Junior Volunteer program is **mandatory**. You must come on your assigned volunteer shift during the week of June 4th – June 8th. If you miss the first week, you will not be able to participate in the program.

To help determine the applicant's readiness to participate as a Junior Volunteer at Texas Children's Hospital, all communication is encouraged to be handled by the applicant directly.