

Volunteer Opportunities at the Main Campus in Kankakee, IL

Hospitality/Office/General Team Member

- Hospitality volunteers deliver flowers and cards to patients and staff on each of the floors. In addition, this team delivers packaged cookies to guests in each of our waiting rooms, complements of Riverside.
- Office volunteers serve in the administration building, Human Resources, or other departments at Riverside assisting with general office tasks that include but are not limited to data entry, filing, scanning patient files to electronic format, greeting patients, answering phones, etc.
- General Team members would report to the volunteer services office first; they would be cross-training to learn other volunteer positions, cover absences, fill short-term requests, and complete staff projects.

Pavilion Lobby Outpatient Center

Pavilion Desk Volunteers assist Riverside staff members by taking phone calls and greeting patients at the door. They would offer face masks and provide maps to visitors. Volunteers serve approximately 4-hour shifts on Monday-Friday (6:30am-6pm) and Saturday (7am-12noon). Specific training for this position will be provided by the Outpatient Center Staff.

South Lobby Information Desk

South Lobby Volunteers offer assistance to the Podium attendant employee by tracking down wheelchairs, offering masks, greeting visitors near the ED entrance and gift shop area, and completing other projects assigned by volunteer services.

The Marketplace Gift Shop

Gift Shop Volunteers assist our guests with finding the “perfect” item to suit their needs or to give as a gift. In addition, we offer logo wear and helpful amenities for our staff, patients, and families. Our volunteers provide excellent customer service while helping the employee staff with small tasks to keep the shop running. Open hours (shifts) are from 10am- 6pm M-F, and Saturday from 10am-2pm.

Animal Ambassadors

Animal ambassador teams (handler/dog) are trained, certified, shadow-experienced, and then are placed throughout the continuum by appointment or routine rounds through volunteer services.

Music Volunteers

String instrumentalists and pianists are encouraged to become Music Volunteers. Accomplished musicians play in our lobby areas, and on the patient floors, and for special events. All Music Volunteers must go through an audition prior to placement. Let us know if you are interested.

Specific Departments

Openings to fill as needed: Laundry, Dietary, AIC Infusion, Emergency, Heart & Vascular, Lab, Marketing, IT. If there is an area of interest or passion, please inquire for a special placement.

Special Events

Special Events Volunteer list: Riverside often hosts special events where greeters and runners are needed. Other events include but are not limited to Lobby Sales, Blood Drives, Screening Events, Picnics, Basket Auction Preparation. Opportunities will be posted. Recruitment will start with the existing volunteer list

Central Waiting Room

Central Waiting Volunteers (desk and runner positions) work closely with the OR staff, Physicians and Families who are waiting for loved ones to have a procedure (outpatient surgery) done. This is a position that requires specific training, excellent communication skills and the ability to multi-task. We provide volunteer coverage at the Central Waiting Desk M-F from 6:30 am-7pm. (1st shift) 7am-11:30am; (2nd shift) 11:30am – 3:45pm and (3rd shift) 3:45pm- 7pm.

Outpatient Surgery or Special Procedures

OP or SPL volunteers would assist the clinical staff in the Outpatient Surgery area or the Special Procedures area by helping the staff with comfort measures (warm blankets, snack after surgery) as well as to assist with turning the beds over for the next patients.

Volunteer Opportunities at other Riverside Locations

Senior Living (3 Divisions) in Kankakee County

Senior Living Volunteers can serve in Assisted Living, Memory Care, and Long-term Care areas.

- Kankakee Westwood (next to Riverside Medical Center in Kankakee)
- Miller Rehab (next to Riverside Medical Center in Kankakee)
- Bourbonnais Grove (Riverside Bourbonnais Campus)

The Cancer Center, Bourbonnais, IL

Cancer Center Volunteers assist staff with simple patient requests, and attempt to offer a more positive patient experience during treatment sessions.

Ortho/Neuro Building, Bourbonnais, IL

These volunteers offer wayfinding on the campus, assist with clerical help, and prepare the facility for clinical appointments under the direction of staff onsite.

Ask About These Campus Locations: Momence, Manteno, Peotone, Frankfort