GETTING STARTED AS A COLLEGE PROGRAM VOLUNTEER

PHASE ONE: INITIAL INTAKE

1. **Application due by December 2.** Before beginning the application gather two (2) letters of reference you will need them to submit a complete application. Applications are submitted online by visiting Volunteer Service Opportunities and looking for College Program. Applications cannot be saved and edited later, and partial applications will not be considered. For more information, please see Becoming a Volunteer.

2. **Interview.** Once the completed application is received (this includes your character reference letters), applicants will be invited to interview virtually on December 9 (10am-noon), or December 11 (2pm-4pm). Interviews are conducted in a group format. Acceptance letters will be emailed no later than end of day, December 18.

3. **Health & Safety.** Applicants accepted into the program will receive an email to proceed with the next steps to be completed no later than January 27:

   Health Screening. Accepted applicants will arrange for the following:

   a. **1st TB Test –** This test is done at your own expense and at a facility of your choice and may or may not be covered by your health insurance carrier. The 1st TB test must include the date/time the test was administered and read, site of where it was administered, the lot #, expiration date, manufacturer and the result must be recorded in mm. This is due immediately, delaying this step could affect your ability to participate in the program.

   b. **2nd TB Test –** Upon completion of your first TB test notify Enloe Volunteer Services. You will then be given instructions to schedule your 2nd TB test at **Employee Health** during your health screening appointment. This test is done free of charge. *Please note: your 2nd TB test must be administered by Enloe Employee Health.* **This step to be completed no later than January 27.**

   c. Immunization Records – At your health screening appointment be prepared to provide proof of the following immunization records.

      i. COVID-19 vaccination *2 shots Pfizer/Moderna or 1 shot J&J/Janssen AND booster, if eligible*
      ii. Measles, Mumps, Rubella (MMR) *2 shots OR proof of positive titer unless born prior to 1957*
      iii. **Varicella (Chickenpox)** *2 shots OR proof of positive titer unless born prior to 1957*
      iv. Tdap *1 injection since 2010*

   If you do not have proof of immunization for MMR or Varicella, titers will need to be drawn. Titers are blood tests that measure immunity to a given disease(s). *Please note that if your tests show you are not immune, it will take at least a month to complete the immunization process and additional cost may be incurred. If you are not fully vaccinated and boosted for COVID-19 you must complete an Enloe Medical Center exemption form.*

   Online Safety Modules- You will receive log-in credentials to complete regulatory training lessons through an online learning management system called OAK. Modules should be completed **no later than January 11**.

PHASE TWO: ORIENTATION, TRAINING & BACKGROUND CHECK

All new volunteers must attend General Volunteer Orientation on January 11 from 2-4:30pm and placement-specific training scheduled on January 29 from 4-7pm. Both sessions are in-person, and attendance in the room is required. In addition, all volunteers must complete a background check and receive clearance prior to their start date.

Please note: *Instructions on having your name badge photo taken will be provided by Volunteer Services upon completion of all intake requirements.*

Volunteer Services
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