

Steps for Becoming a Silver Hill Volunteer

- If you have a resume, please email it to volunteer@silverhillhospital.org or fill out the online application form on our website and attach your resume.
- Schedule an initial meeting with the Director of Volunteer Services, who will discuss available volunteer opportunities, learn about your background and interests and then determine the “best fit” for you.
- During your initial meeting, complete and sign our registration and policy forms, including providing authorization for Silver Hill to conduct a criminal background check.
- If you are selected for volunteer service, you will provide a reference from a nonfamily member using the attached form that you will give to your reference. We can also email the form to you upon request.
- Arrange to attend a hospital orientation if this works with your schedule. Hospital orientations are from 10:00 a.m. to 5:00 on the first Monday of the month except when a first Monday falls on a holiday. In these months, the orientation is on the second Monday of the month. The orientation is held in the Studio Conference Room, located on the second floor of the Doctor’s Office Building.
- If you cannot attend a hospital orientation, then arrange for a separate time for you to receive an orientation with the Volunteer Services Director.
- You are required to produce documentation of a negative PPD (TB screening) within the past 12 months. If you have not had a recent PPD, it is offered at the hospital orientation but you must also be able to return 48-72 hours after the PPD is planted to have it read (i.e., the Wednesday or Thursday of the same week). If you cannot return to Silver Hill within 48-72 hours, then please arrange to have the PPD done at your doctor’s office, student or employer’s health office, or walk-in clinic. Please ask for documentation and provide it to the Director of Volunteer Services.
- You must be in good health and able to perform the duties described in your volunteer job description. Please inform the Volunteer Services Director if you have any physical restrictions. Volunteers serving as recreation volunteers in the gymnasium are required to sign a Release and Waiver form.
- When possible, we will arrange for you to shadow a current volunteer who can give you a more personal explanation of how he or she performs his/her volunteer role. You may also be matched with a volunteer to observe how he/she leads a particular kind of group (e.g., 12-step, meditation, writing, art etc.). The Volunteer Services Director will coordinate this with our existing volunteers for a time that is mutually convenient.
- Remain in touch with the Volunteer Services Director, who is the only Silver Hill staff member who assigns and schedules volunteers to our departments and programs.

Silver Hill Hospital Volunteer Reference Form Please return to volunteer@silverhillhospital.org or 203-966-3522 (fax)

Name of the Volunteer Applicant	
How long have you known the applicant?	
In what capacity do you know the applicant?	

Please rate the applicant in each of the following areas by placing an "X" in the appropriate box on each row:

	Excellent	Good	Adequate	Poor
Ability to relate to people on a personal level				
Ability to accept supervision				
Capacity to deal with conflict				
Problem-solving skills				
Emotional stability				
Reliability / Dependability				
Leadership skills and initiative				

Please help us get to know the applicant better by answering the following questions:

What are the applicant's key strengths, skills, or special talents?	
How would you generally describe the applicant's personality?	
Do you have any concerns or reservations about this applicant becoming a Silver Hill volunteer?	
Additional relevant comments (please continue on the back of this form if you need more space)	

Your signature:	Date:
Your printed name:	Your telephone or email info:
Your title/organization (if applicable):	