



VOLUNTEER POSITIONS: OVERVIEW OF SHIFTS AND TASKS (FOR DETAILS SEE PERFORMANCE GUIDES)

*This sheet is in
the website
"Coordinator
Resources" for
easy duplication*

There is a broad variety of volunteer duties for all kinds of volunteers. From experienced to new, from those who like to serve in the background to those who enjoy interaction, and in the evening, or overnight, or in the morning.

Dinner Leader

4PM - 8PM. Assists the Coordinator in all duties needed to plan and purchase food and recruit, schedule, and coordinate the team of Dinner Volunteers to prepare and serve it.

Dinner Volunteers - A team of at least 5-6 people to procure, prepare, and serve dinner

4PM - 8PM or so. Individual churches may adjust for shifts or end time. (Volunteers needing access to the shelter earlier may contact their church coordinator) Usually conducted by a pre-organized group of people. This shift requires that you purchase and prepare a hot meal for as many as 80 guests. Soups, Stews, and other "buffet" style meals work best. In an effort to not repeat any main dish menu item, your church's leader will coordinate meals. Your team will serve the meal, wash and put away dishes, clean and sanitize the kitchen and serving area, and take care of any leftover food. Detailed kitchen information will be provided to meal crews. **Dinner is served from 6:15 - 7:15**

Evening Leader

5:15PM - 10:15PM This trained, experienced leader assists the Goodwill Staffer and Coordinator in welcoming Evening Volunteers and seeing that they are aware of their duties. Assists as needed to see that evening procedures are followed. Supervises the removal to storage of totes of absent guests at 7:30. GWStaffer will provide the list of absent guests. Monitors smoke breaks *if requested by GWStaffer*.

Evening Hosts - 4 (5 on Saturdays) people; male and female preferred

5:30PM - 10PM Evening volunteers are the voices, ears and hearts of the shelter. Volunteer assist staff with the operation of the shelter, share dinner with guests, and often enjoy playing cards and games, listening to guests and providing companionship, staffing scheduled chapel quiet time.

Overnight Hosts - 2 people, male and female

10PM- 6AM Overnight hosts assist with the "winding down" of the evening and take turns monitoring the shelter overnight, doing some light cleaning and laundry. In the morning, volunteers prepare coffee for the breakfast. Overnight volunteers sleep in shifts. **A safe, private sleeping area is provided for overnight volunteers and a Goodwill Staffer is on duty at all times the guests are present. Bring your sleeping bag and pillow.**

Morning Leader (morning team should include both male and female volunteers)

5:45AM - 9:00AM The Morning Leader helps with breakfast and cleaning and *helps with tote management and assists the Goodwill Staffer as needed.*

Breakfast Hosts

6AM - 8:30 AM The breakfast host manages the continental breakfast. Duties include setting up, monitoring, and putting away breakfast foods, washing and putting away dishes, and cleaning up kitchen and dining tables.

Cleaning Volunteers Sunday only - 2 people

8AM - 9:30AM Volunteers do a daily cleaning of sleeping areas, restrooms, TV room, and Chapel after the guests have departed.

Saturday Cleaning Volunteers - 4-6 people

8-11AM A more thorough weekly cleaning is done after the guests have departed.