



Volunteer Position Description Summaries November 28, 2020 - April 2021

Serving as a volunteer for Safe Harbor is a very rewarding experience. *All volunteers are required to attend training or be paired with an experienced volunteer to serve safely, effectively, and enjoyably. All positions are available daily unless noted.*

Dinner Leader – 4:00 - 8:00 PM

Assist the Coordinator in all duties needed to plan and purchase food and recruit, schedule, and coordinate the Dinner Volunteer Team to prepare and serve it. Estimate the number of servings to be x1.5 of the most recent number of guests.

Provide your team with opportunities to be COVID-19 safe, by wearing your own mask covering your nose and mouth, and wearing gloves when preparing foods that will remain uncooked. Feel free to use your own group's commercial kitchen, or the Safe Harbor kitchen. You and your volunteers may use the Station Street door directly into the Safe Harbor kitchen to enter and exit the building.

Dinner Volunteer Team - 4:00 - 8:30 PM or so*

Your dinner Leader may give you an early shift to prepare or a later shift to perform only some of these duties. Dinner preparation under the guidance of the Dinner Leader and served in 25-minute seatings with 10 minutes after cleaning for the disinfectant to air dry. Dishes washed and kitchen cleaned, disinfecting all flat surfaces.

Evening Leader* - 5:15 - 10:15 PM

This trained, experienced leader assists the Goodwill Staffer and Coordinator in welcoming Evening Hosts and seeing that they are aware of their duties. Assists as needed to see that evening procedures are followed with consistency and hospitality, and that the Evening Hosts appreciate the value of their service.

Evening Hosts - 4 people; male and female* - 5:30 - 10:00 PM

Evening Hosts work with Goodwill Staff and the Evening Leader to assist with guest check-in and other logistics that help provide safety and welcome to our guests, staff and sanitize a coffee service, and cleaning and sanitizing dinner tables between seatings. Other duties often include directing guest questions to the right staff, observing that safety procedures are followed, and helping with other logistical tasks.

*** A Note about evening volunteers and dinner:**

Due to the challenges of serving dinner within CDC and local health guidelines we ask that this season our volunteers have dinner at home.

Morning Leader - 5:45 - 8:15 AM

The Morning Leader serves as an extension of the Goodwill Staff to provide consistent service in the mornings until the shelter service ends at 8AM. A Morning Host reports to the Morning Leader to provide services as needed, generally including staffing and sanitizing the coffee station.

Morning Host - 6:00 - 8:00 AM

The Morning Host reports to the Morning Leader for instructions and guidance in the particular tasks needed that morning, based on changing factors like food provision, weather and health requirements. Usually includes self service

Saturday Morning Logistics Team - 8:00 - 10:30AM

Generally led by the week's Coordinator, this team handles the logistical tasks that are needed at the end of one week to prepare for the beginning of the next. Cleaning up guest totes, shoveling snow, etc.



Volunteer Position Description Summaries: October 31 - November 28

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Check-in Volunteers - 5:30 - 8:00 PM

Assist under direct supervision of Goodwill Staff with guest check-in, helping with sign-in and securing guests' medications.

Evening Hosts - 7:30 - 10:00 PM

Assist Goodwill Staff and Facility Manager to provide safety and welcome to our guests. Duties often include directing guest questions to the right staff, observing that safety procedures are followed, and helping with other logistical tasks.

Morning Leader - 5:45 - 8:15 AM

The Morning Leader serves as an extension of the Goodwill Staff to provide consistent service in the mornings until the shelter service ends at 8AM. A Morning Host reports to the Morning Leader to provide services as needed.

Morning Host - 6:00 - 8:00 AM

The Morning Host reports to the Morning Leader for instructions and guidance in the particular tasks needed that morning, based on changing factors like food provision, weather and health requirements.

Saturday Morning Logistics Team - 8:00 - 10:30AM

Generally led by the week's Coordinator, this team handles the logistical tasks that are needed at the end of the week - managing totes, cleaning around the property, clearing snow. etc.