



Volunteer Position Description Summaries November 28, 2020 - April 2021

Serving as a volunteer for Safe Harbor is a very rewarding experience. *Brad Gerlach, the Volunteer Manager, will see that you have the necessary training or partner you with an experienced volunteer. All positions are available daily unless noted.*

Questions? Brad can be reached at volunteers@gtsafeharbor.org

Enter through the Wellington entrance and report to the Goodwill Staff for welcome, screening, and sign-in. The Goodwill staff will take your temperature and provide COVID-19 screening questions. If there are no problems, you will be directed to the Volunteer Area to store your coat and make your name tag. **THANK YOU!**

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. Provide your team with opportunities to be COVID-19 safe.

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 30-minute seatings with 15 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. Specific duties will likely include securing guests' medications and assisting with management of the "totes" used by our guests for their personal belongings.

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

To serve dinner within CDC health guidelines we ask that this season our volunteers have dinner at home.

Morning Host- 6:00 - 8:00 AM

Morning Host serves as an extension of the Goodwill Staff to provide consistent service in the mornings until the shelter service ends at 8AM. Specific duties are 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 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. Specific duties will likely include securing guests' medications and assisting with management of the "totes" used by our guests for their personal belongings.

Morning Host- 6:00 - 8:00 AM

Morning Host serves as an extension of the Goodwill Staff to provide consistent service in the mornings until the shelter service ends at 8AM. Specific duties are based on changing factors like food provision, weather and health requirements.

Friday ONLY - Dinner Prep/Server - 5:00 - 8:15 PM

Two Prep/Servers will work in the kitchen to warm up "Meals-on-Wheels" style dinners and place them where the guests can take them. This requires minimal contact with others.

Friday ONLY - Dishwasher/Dining Room Helper - 6:30 - 9:00 PM

Two Dining Room Helpers will run the dish machine for the dishes other than the disposables the dinners are served in, and will work in the dining room to clean and sanitize the tables between seatings.

Saturday ONLY - 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.