**Volunteer Positions**

**OVERNIGHT CHAPERONE**

There will always one or more overnight chaperones. One male and one female chaperone is ideal; however, if there are all male guests, male chaperones would be adequate or if all female guests, female chaperones would be adequate. The chaperones are responsible for staying alert and being available during the night. They would also be responsible for starting breakfast, such as putting on the morning coffee and sitting out available breakfast items. The overnight chaperones are responsible for waking up our guests in the morning early enough to ensure that they have time to each breakfast and be ready to leave the facility at the designated time. The overnight chaperones will be responsible for ensuring that all guests have exited the building by 7:00 am, locking the building and placing the key in the lock box at the front door.

**VOLUNTEER(S) TO PROVIDE THE EVENING MEAL**

This volunteer(s) would be responsible for checking with the Operations Manager to get an estimated head count for the meal and any special needs that might exist, preparing the meal and delivering the meal to the Shelter by approximately by 6:00 pm. Ideally, a church group will sign up for this position where 2-4 people share in the preparation of the meal. Serving the meal to the Shelter residents is desired but is not a requirement. Drinks can be provided such as tea, lemonade, punch but is not required. Paper products and utensils needed to serve the meal will be available at the Shelter.

**VOLUNTEER(S) TO PROVIDE A LIGHT BREAKFAST**

This volunteer(s) would be responsible for checking with the Operations Manager in advance to get an estimated head count for the meal and any special needs that might exist. The breakfast items should be available by 6:00 am. It is recommended that the breakfast items be dropped off the night before. There will be refrigerator and freezer space available to place these items. Some suggestions for a light breakfast would include individual cereals, donuts, milk, bread for toast, coffee, juice, or microwavable items. Keep it simple. Many of the residents will chose to take their breakfast with them when they live the shelter in the mornings versus eating it there. Paper products and utensils needed to serve the meal will be available at the Shelter.

**VOLUNTEER(S) FOR GUEST SIGN-IN/INTAKE**

For this position, it is preferred to have two people volunteer each night if possible, however, it can be done with one person if necessary. The volunteer(s) will be performing the following:

* On a guest’s first visit, the Guest Sign-in/Intake volunteer will ensure the new guest:
  + Completes the intake form,
  + Signs a copy of the Policy Participation document,
  + Ensures that the new guest signs the bottom of intake form acknowledging they understand and will comply with the rules,
  + Make a copy of the first-time guest state approved photo ID if the guest has one. If the guest does not have a Photo ID, take a picture and text / email the photo to the Operations Manager / Weekly Board Supv.
  + Notify the Operations Manager / Weekly Board Supv that a new guest has arrived and that they need to review the National Sex Offenders website to ensure the individual is not a registered sex offender.
    - ***A new guest will not be allowed to proceed beyond the sign-in desk until this has been completed***.
* The Guest Sign-in/Intake volunteer will also be responsible for scanning ALL guests with the metal detector wand. Scanning is done 4-6” from the body.
  + Any medications, anything that can be construed as a weapon and/or guns will be taken and placed in an envelope, initialed, and sealed by the owner and locked up until the guest leaves the following morning.
  + If the guest refuses to relinquish the specified item, the volunteer should notify the Operations Manager or Weekly Board Supv immediately who will ask the guest to leave the premises and if necessary 911 can be called to remove them.
* The Guest Sign-in/Intake volunteer will be responsible for taking the temperature of our guests as they enter the facility.
  + If a guest has a temperature above 100.0 F, they will be asked to leave the premises.
    - ***Any guest with a temperature above this, will NOT be allowed to proceed past the sign-in desk.***
  + The Guest Sign-in/Intake person is responsible for having the guest to sign in recording their temperature and answer COVID questions everyday they attend.
  + Everyone is urged to wear a mask.

**VOLUNTEER TO HOLD NIGHTLY DEVOTIONAL**

This volunteer will be responsible for providing a devotional following the evening meal, usually around 6:45 pm. The devotional:

* should be kept short, 10-15 minutes
* should be non-denominational in context and include Christian values
* a short program of singing hymns would add variety.

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