

VOLUNTEER JOB DESCRIPTIONS AND DAILY SCHEDULE

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Evening Volunteers 4:00 - 8/9:00 pm or 6:00 - 10:00 pm

(Jobs will rotate every 60 minutes or as directed by team leader. 4:00-5:00 pm volunteers help set up and take care of early guest arrivals.)

These same responsibilities will apply to volunteers on Monday, January 21st during the day.

Volunteer Registration Table

1. Have volunteer complete registration form (name, contact info, start-finish time)
2. Ask volunteer to sign confidentiality agreement (once for the entire week)
3. Direct volunteer to team leader for schedule
4. This table will also serve as a special visitor registration table for clergy/politicians/press/government officials/observers from other venues. Offer name tag to visitor and notify team leader as well as Patty or Pam
5. Make sure any volunteers who leave have filled in finish time or number of hours

Guest Registration Table

FACETS/New Hope Housing (Baileys) staff will man this table, but at times may need one volunteer assistant. Volunteer will take information from guests as directed by staff.

Hall Monitors

1. Guests remain upstairs during this time except when putting away belongings; they need to be accompanied for this. See team leader or assistant.
2. Do bathroom checks every 15 minutes or as directed by team leader:
 1. Ensure supplies are adequate – if not, notify team leader
 2. Ensure guests are not congregating in restrooms
 3. Dispose of trash if necessary
3. Patrol hallways if guests are in the area

(During this time, volunteers will have a dinner shift so that they can converse with the guests and other volunteers. 6-10 pm volunteers will eat at 7 pm.)

We will also need volunteers Mon/Wed/Fri evenings to help in the clothing room from 6:30-9 pm; this is a separate position.

Overnight Volunteers 5:00 pm - 6/7:00 am

(Volunteers plus team leader and assistant team leader; FACETS and NHH staff members on duty at all times)

5:00-7:00 pm

1. Sometime between 5:00 and 5:30 pm: Short team meeting to introduce volunteers to each other, explain schedule, and ensure that volunteers understand their responsibilities; volunteers mingle with guests and see what help is needed
2. Dinner 6-7 pm (could be in shifts as directed by team leader)
3. Some nights there will be musical or other entertainment between 6:30 and 7:30.

7:00-10:00 pm: entertainment/social time

1. Sit with guests if there is entertainment in parish hall; FACETS/Baileys will move downstairs as a group. Target time to move downstairs: 7:00 pm (could be later).
2. Some nights there will be Bingo in the parish hall after 7 pm; guests will return upstairs with some volunteers, who will assist with Bingo.
3. Prepare and distribute evening snack
1. Maintain hot beverages in youth room (decaf for guests; caffeinated beverages for volunteers are in another location)
2. Set up and monitor video equipment and viewing
3. Monitor youth room (games, activities) and interact with guests
4. Monitor smoking area; clean up
5. Patrol outside grounds
6. Do bathroom checks
7. Gather trash and dispose

10:00 pm-5:30 am: Quiet Time

1. Listen to guests (but encourage them to go to sleep)
1. Maintain hot beverages in youth room; caffeinated beverages for volunteers are in separate location
2. Monitor smoking area; clean up
3. Patrol outside grounds in pairs as directed by team leader
4. Do bathroom checks
5. Gather trash and dispose
6. Sleep according to schedule set up by team leader. Bring your own sleeping bag and pillow; we typically have donated air mattresses

5:00-6:00 am

1. Overnight volunteers who are not on sleep shift turn on coffee pots, heat hot water
2. Overnight volunteers who are not on sleep shift wake up volunteers at 5:30 am
3. Begin waking guests at 6am (unless earlier wake-up is specifically requested by guest)
4. Assist guests to breakfast
5. Assist guests in gathering, organizing belongings
6. Monitor smoking area; clean up
7. Patrol grounds
8. Check bathrooms every 15 minutes or as directed by team leader
9. Assist guests to transportation
10. Target time for guest departure: 7-7:30 am
11. Team leader completes log for that date

Morning Volunteers 5/5:30 - 8:30 am (start time on signup)

1. Assist with **daily** hot breakfast preparation as needed.
2. Assist guests with cold breakfast as necessary and keep breakfast foods stocked.
3. Assist guests with bag lunches.
4. Clean up after breakfast. Set out non-perishable snack items for afternoon.