

Volunteer Job Description

Missionial Team	Commitment	Time	Brief Description
KITCHEN 8 volunteers per team, 12 teams total. <i>Excludes Tuesdays for Community Table</i>	Once every other week. 11/12 days total.	6:00 pm - 8:00 pm <i>Dinner is 6:30-7:30</i>	<ul style="list-style-type: none"> • Choose/plan menu. • Purchase food. • Prepare meal at home and bring “potluck style” • Serve guests with a smile • Wash dishes & clean kitchen before 8:00 pm departure.
EVENING VISITOR 2 volunteers per night	Once every other week. 11/12 days total.	5:30 pm - 10:00 pm	<ul style="list-style-type: none"> • Meet and greet Guests making a point to remember their names. • Eat dinner with Guests. • Interact, make friends, play games, etc. to build genuine relationships with Guests. • Assist coordinators as needed.
2 OVERNIGHT (sleeping) 2 volunteers per night (Either 2 males or 2 females or a married couple)	Once every other week. 11/12 days total.	10:00 pm - 8:00 am Totes and bedding provided.	<ul style="list-style-type: none"> • Plan to sleep but be available if needed. • Set up continental breakfast in the morning. • Help the Overnight Staff with anything that comes up as necessary. • Close the shelter after Guests leave for the day.
1 OVERNIGHT (awake) 1 volunteer per night Must be a male.	Once a week. 23 days total.	10:00 pm - 8:00 am	<ul style="list-style-type: none"> • Stay awake the entire night. • In charge of sleeping Guests. • Complete Intake for any Guests arriving during the night. • Miscellaneous tasks to be completed
LAUNDRY 3 volunteers on laundry day <i>Wash is done once every other week.</i>	Once a month. 6 days total.	7:45 am pick-up from shelter 5:15 pm pick-up from Brite n Clean	<ul style="list-style-type: none"> • Gather dirty laundry and transport to Brite n Clean • Pick up laundry and deliver back to Shelter. • Organize and put away clean laundry
SHELTER COORDINATOR 2 volunteers per evening	Once a week. 23 days total.	5:30 pm - 10:30 pm	<ul style="list-style-type: none"> • Responsible for all Guests entering the shelter. • Guest intake. • Overall safety of all personnel on site. • Communicate via email to other SC's of the evening events.
HEALTH & WELLNESS			<ul style="list-style-type: none"> • Provide protocols for following CDC guidelines for handling influenzas, COVID, etc. • Help guests to learn and incorporate healthy lifestyle behaviors.
CHAPLAIN 1 per evening <i>Excludes Saturdays.</i>	Once a week. 23 days total.	7:45 pm - 8:45 pm (Family Gathering is 8:00 - 8:30 pm)	<ul style="list-style-type: none"> • Create an environment where the Guests don't want to miss out on the non-mandatory devotions. • Deliver a 15–20-minute biblical message. • Theme driven. • Communicate via email to other Chaplains of evening's progress
WORSHIP WEDNESDAY	Once a week. 23 days total	7:45 pm – 8:45 pm (Family Gathering is 8:00 - 8:30 pm)	<ul style="list-style-type: none"> • People who wish to share their musical talents. • Acoustic instruments are preferred.
JANITORIAL 2 volunteers per day	Once every other week. 11/12 days total.	7:45 am – 10:00 am?	<ul style="list-style-type: none"> • Oversee and assist Guests with daily chores. • Sweep and mop floors • Empty garbage • Clean bathrooms • Tidy up shelter • Disinfect sleeping areas.
PRAYER PARTNERS Unlimited volunteers	Without ceasing	Any/All the time	<ul style="list-style-type: none"> • Pray for the Guests and volunteers. • Pray for the direction of the ministry and the Hospitality Board. • Work with the Communications/Public Relations Manager to create a system for people to post their prayer requests as well as their answered prayers.