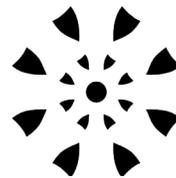

Evening Shelter Host

5:30 p.m. to 8:30 p.m.

PROJECT HOME
VOLUNTEER POSITION DESCRIPTION



INTERFAITH
ACTION OF GREATER
SAINT PAUL
PROJECT HOME

Project Home engages area faith communities to provide emergency shelter space and volunteer support for Ramsey County families facing homelessness. Each month, two different area faith communities host 20 emergency shelter beds. We strive to provide a site, volunteers and a safe, clean, comfortable place for children and their parents/guardians to spend the night until they can transition into housing. Project Home served 212 families, including 486 children in 2014.

Time Commitment

- Please plan to arrive at the shelter site by 5:30 p.m. A Project Home Site Coordinator will greet you and orient you to the space being used for the shelter and shelter rules. You will be needed until the Overnight Shelter Hosts arrive and are oriented – approximately 8:30 p.m.

Responsibilities

- Welcome families as they arrive to the shelter.
- Assist the Site Coordinator in distributing bedding and care packs to new families.
- Help prepare and serve a healthy evening snack for the families. Project Home will provide healthy snack items. Additional healthy snack donations are appreciated. Please tidy up kitchen and eating area after use.
- Engage children and youth in activities such as homework, reading, games, puzzles, videos, etc. with parent's permission.
- Be available to talk with adult guests if they wish to converse.
- Be a model for shelter rules and remind families of the shelter rules when needed.
- Complete daily page in Pass Down Log: enter date, information on number of families at shelter, comments, and sign in.
- The weekly Transition Host arrives by 8:00 p.m. Check in with him/her before leaving. Stay until 8:30 to give the Transition Host time to orient the Overnight Hosts, who also arrive at 8:00 p.m.
- **IN CASE OF EMERGENCY**, please stay calm. For transportation to the Emergency Room or Urgent Care call Sara Liegl on her cell at (651) 983-6086; in dire emergencies call 911. Other emergency numbers will be listed on the back of your name tag.

Qualifications

- A friendly, caring attitude
- Reliability – our shelter program is primarily run by volunteers
- Energy and a love of children
- Respect and understanding for parents

Training

- A training session will be provided by Project Home staff at your place of worship. You are encouraged to attend.

*How lovely to think that no one need wait a moment:
we can start now, start slowly changing the world!
How lovely that everyone, great and small,
can make a contribution toward introducing justice straight away.
~ Anne Frank ~*