

## **Overnight Volunteer**

- **Shift hours: 8:00 p.m. – 6:00 a.m.**
- **Number of volunteers needed: 4 (preferably 2 females and 2 males)**
- **Note: Paid security guard will be present during this shift**

### **Goal:**

Ensure a welcoming, safe, and secure place for guests to relax, make connections, stay warm, and sleep.

### **Responsibilities Include**

- Complete online CSUMC Warming Center training (available on CSUMC Warming Center webpage) prior to arrival at warming center.
- Sign in on the Volunteer Sign in Sheet.
- As much as possible, remain in an area where you can observe all activity. (Note: At least two volunteers should be in Parish Hall at all times.)
- Periodically walk between the cots (quietly) to monitor activities and assist as needed.
- Monitor bathrooms regularly. Clean if needed.
- Monitor hospitality table items and replenish if necessary.
- Assist in waking the guests and encourage them to prepare for breakfast and departure. (Note: Breakfast/Clean-up volunteers will be responsible for serving breakfast and ensuring departure by 8:00 a.m.)
- If a guest decides to leave before 6:00 a.m.:
  - Confirm that they have all of their items
  - If they were given a bus pass prior to lights out, verify that they have still have the pass in their possession. If not, get with Night Captain.
  - Ask if they want any snacks to go
- Make notes of any concerns or celebrations that you think would be beneficial to the warming center team.
- Sign out on the Volunteer Sign-in Sheet.