

Volunteer Coordinator

- **Shift hours: several days (for continuity reasons)**
- **Number of volunteers needed: 1**

Goal:

Secure adequate staffing to ensure that warming center operations run smoothly.

Responsibilities Include

- Complete online CSUMC Warming Center training (available on CSUMC Warming Center webpage) prior to arrival at warming center.
- Routinely monitor online platform (e.g., Sign-up Genius) to determine status of volunteer response.
- Proactively identify potential issues and take steps to address any anticipated staffing voids. (For example, contact on-call volunteer, previous volunteers or individuals on the Warming Center Interest list. Another option would be to reach out to church/organization partners.)
- Report on the status of volunteers for that evening's shifts to the Center Coordinator and Night Captain by noon and again mid-afternoon.
- Work with Night Captain to secure last-minute volunteers that may be required due to no-shows or other factors.
- Solicit feedback from Night Captain on that evening's volunteers.