
Evening Shelter Host

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

PROJECT HOME VOLUNTEER POSITION DESCRIPTION

SAINT PAUL | AREA
COUNCIL OF CHURCHES

Connecting Congregations for Service and Justice for 100 Years

Project Home is a ministry of hospitality. It is our mission to provide a site, volunteers and a safe, clean, comfortable place for families to spend the night when the Ramsey County Family Service Center is at capacity. Project Home served 632 families, including 1,143 children in Fiscal Year 2012.

Time Commitment

- **If there are no families in need of shelter** on the evening of your volunteer assignment, you will receive a call letting you know your volunteer assignment is complete. Please consider spending some of your time that evening writing a letter to your federal, state and local representatives and in prayer for families in need.
- **If there are families in need of shelter**, plan to arrive at the shelter 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.
- Prepare and serve a healthy evening snack for the families. Project Home will provide some snack items when available. Donated snack items are greatly appreciated. Tidy up kitchen facilities 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.
- Greet and orient Overnight Shelter Host to the space being used for the shelter and shelter rules. Introduce Overnight Shelter Host to shelter guests.
- **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.

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.

**“For I was hungry and you gave me something to eat,
I was thirsty and you gave me something to drink,
I was a stranger, and you invited me in.”
Matthew 25:35**