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# Overnight Shelter Host

8:00 p.m. to 7:00 a.m. weekdays/9:00 a.m. weekends

PROJECT HOME  
VOLUNTEER POSITION DESCRIPTION

SAINT PAUL AREA  
COUNCIL OF CHURCHES

*Connecting Congregations for Service and Justice for 100 Years*

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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 8:00 p.m. An Evening Shelter Host will greet you and orient you to the space and the shelter rules. You will be needed until the families are picked up in the morning and the space is tidy.

## Responsibilities

- Greet the families as introduced to you by the Evening Shelter Host.
- Encourage children to slowly stop their activities, help tidy the space, and begin getting ready for bed.
- 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 any comments and sign in.
- Secure facility for the evening – make sure doors are locked, extraneous lights are turned out, passages to restrooms are clear and lit, kitchen and activity areas are tidy.
- If asked, distribute any extra needed items, such as clean bedding and care packs items.
- Guidelines for bedtime is around 9 p.m. (weekdays) and 10 p.m. (weekends).
- Sleep in designated volunteer area. You will need to bring your own bedding with you, such as a sleeping bag and pillow. You may also want to bring a book and alarm clock with you.
- Wake families around 6 a.m. on the weekdays and 8 a.m. on the weekends.
- Set out a light breakfast for the families. Project Home will provide some breakfast items when available. Donated breakfast items are appreciated. Tidy up kitchen facilities and eating area after use.
- Families will depart from on the same bus they arrived in; check log for pick-up times.
- Please call in any needed items noted in the Pass Down Log.
- Secure facility for the day – make sure doors are locked, site is tidy and lights are off.
- **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 can 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**