

TRANSITIONAL SHELTER VOLUNTEER RESPONSIBILITIES

First Shift: 6:30pm-10:30pm – 1-2 Volunteers

- Check supplies – personal care items, necessary forms.
- Open doors and sign-in participants, keeping ID cards.
- Oversee participants setting up pads, including sheets, pillow case and blankets, in sleeping room.
- Oversee participants with their assigned chores: including dinner preparation, meal service, and clean-up, etc.
- Oversee participants preparing sack lunches for the next day.
- Socialize and play game with participants, as time allows.
- Monitor restrooms and clean-up before bed time.
- Ensure breakfast has arrived (Monday only).
- Monitor 8:30pm and 9:45pm smoke breaks.
- Oversee participants setting up breakfast and cleaning supplies for morning shift.
- Lights out at 10:00pm
- Complete necessary paperwork, especially the shift log.
- Communicate with second shift personnel who replace you.

Second Shift: 10:30pm-5:00am – 1 volunteer (the shift can be split 10:30pm-2:00am and 2:00am-5:00am, 2 volunteers are needed). Volunteers have the option of rotating sleep/awake time periods.

- Usually quiet.
- Site security is most important: frequent walks through building and sleeping areas.
- Monitor rest rooms.
- Handle any situations that may arise (health, medical, etc.)
- Prepare coffee for breakfast shift.
- Wake up participants who request early wake up calls.
- Complete shift log giving brief summary of shift situation, even if very quiet all night.
- Communicate with third shift personnel who replace you.

Third Shift: 5:00am-7:30am 1-2 volunteers

- Wake up all participants at 5:30am.
- Oversee participants clean-up, disinfecting and putting away pads and bedding.
- Monitor use of rest rooms.
- Monitor smoke break at 6:00am
- Oversee participants set up and serving a simple breakfast at 6:15am.
- Oversee participants' removal of garbage.
- Monitor participants collecting their respective lunch bag from the refrigerator.
- Oversee participants cleaning of sleeping room, bathrooms, and kitchen.
- Return participant ID cards as participants leave.
- Check building to make sure all participants are gone by 7am.
- Do site check for cleanliness and order.
- Check outside area for trash.