

Gladstone Community
Emergency Overnight Warming Center for Women and Families with Children
hosted at St Stephen Lutheran Church
Volunteer Descriptions

Evening Intake Volunteers

- The Evening Intake Volunteers will be on site from 5:30 pm to 8:00 pm to sign in guests.
- A minimum of two volunteers will be on the Evening Intake shift. There will be at least one female on the team.
- Some general housekeeping duties will be performed by the Evening Shift in conjunction with the Dinner/Hospitality team.

Dinner/Hospitality Volunteers

- The Dinner/Hospitality Volunteers for the evening should be at least two individuals or can be a family. The time commitment is from 5 pm to 7:30 pm.
- Dinner will be a hot meal that the Meals Coordinator has pre-planned and purchased for volunteers to prepare. The dinner volunteers should arrive at St. Stephen by 5 pm to begin dinner preparations.
- The dinner volunteers will serve the meal from 6 pm to 7 pm. Clean up after the meal and done by 7:30 pm.

Overnight Volunteers

- The Overnight Volunteers will be on site from 7:45 pm to 6:00 am.
- Two volunteers will be on site for the Overnight Shift. There will be at least one female among the volunteers.
- Overnight volunteers will have a background check, the cost is \$10.

Breakfast/Hospitality & Sign-Out Volunteers

- The Breakfast/Hospitality & Sign-Out Volunteers will be on site at 5:30 am until 8:00 am to sign out guests.
- The Breakfast/Hospitality volunteers will be responsible for making coffee, hot water for tea or hot cocoa and setting out breakfast foods that are on-site provisions brought in by the Meals Coordinator.
- It is the responsibility of the breakfast volunteers to turn the lights on at 6:00am.

Cleaning Volunteers

- Shift begins at 8 am.
- There will be a checklist for you to use to evaluate or to perform the necessary clean-up required for the spaces used by the Warming Center to be ready for day use by the church and other groups.

Laundry Volunteers (As Needed)

- Blankets will need to be laundered periodically. This position will have a flexible schedule; keeping in mind that blankets must be available for use at night time SHOULD the Warming Center need to be open.
- Laundry detergent will be provided for the laundering of the blankets at home, or if you wish to use commercial laundromat, monies will be provided.