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### **Overnight Shift Host**

7 days a week with a start time of 7:45 PM, finishes 9:00 AM

#### **Responsibilities**

- Greet the families and 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.
- Guideline for bedtime is 9:00 PM on weekdays and 10:00 PM on weekends.
- Secure the facility for the evening. Make sure the doors are locked, extraneous lights are off, and kitchen area is tidy.
- Sleep in the designated volunteer area. You will need to bring your own bedding with you, such as sheets or a sleeping bag, and a pillow.
- Start coffee and set out breakfast items at 6:30 AM.
- Tidy up kitchen after breakfast.
- Lock the shelter in the morning on weekdays. All families are to be out by 9:00 AM on weekdays.
- Complete the daily page in the log book.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions.

#### **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 will be provided upon arrival by Hope for the Journey Home staff.

**“For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me,”**

**Matthew 25:35**

Prior to serving at the shelter, volunteers are required to have completed a criminal background check and some form of “safe child” training.

Please work with your church to arrange this or contact the shelter.