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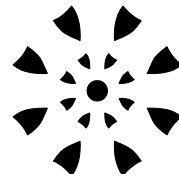
# Overnight Shelter Host

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

PROJECT HOME

VOLUNTEER POSITION DESCRIPTION

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**INTERFAITH  
ACTION** OF GREATER  
SAINT PAUL  
**PROJECT HOME**

**Project Home** engages faith communities to provide emergency shelter space and volunteer support for Ramsey County families facing homelessness. Each month, two different area churches, synagogues, and schools host 20 emergency shelter beds. We strive to provide a site, volunteers, and a safe, clean, comfortable place for children and their parents/guardians to spend the night until they can transition into housing. Project Home served 57 families (unduplicated), including 118 children in FY2018.

## Time Commitment

- Please plan to arrive at the shelter site 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 families 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 5:30 a.m. on the weekdays and 7:30 a.m. on the weekends. You can ask guest parents what wake up time gives them enough time to get ready.
- Set out a light, healthy breakfast for the families. Project Home will provide basic breakfast items. Donations of healthy breakfast items are appreciated. Tidy up kitchen 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.

*A pessimist, they say, sees a glass of water as being half empty;  
an optimist sees the same glass as half full.*

*But a giving person sees a glass of water and starts looking for someone who might be thirsty.*

*~ G. Donald Gale ~*