

VOLUNTEER TASK DESCRIPTIONS

INTERFAITH HOSPITALITY NETWORK FIRST UNITARIAN CHURCH

WEEK COORDINATORS: (3 PER WEEK)

Coordinate the flow of volunteers and the maintenance of routines throughout the week. Conducts the Guest Orientation on Sunday and makes sure that new guests throughout the week are oriented. Work together to schedule coverage of all hours 4:30PM through 8:45 PM Sunday through Saturday....with at least one of the WEEK COORDINATORS PRESENT. Prepares and provides the shopping list to the FOOD SHOPPER by Thursday of the week before and midweek. Relays the daily census to all WEEK VOLUNTEERS on a daily basis by email.

SHOPPER (1 PER WEEK)

Using a list prepared by the WEEK COORDINATOR purchases ALL food needed for the week. Delivers and puts food into IHN refrigerator and IHN storage areas in the kitchen between 4:30 and 5:30 PM Sunday. Later in the week, is available to make one additional trip shopping trip if requested by the WEEK COORDINATOR. It is suggested that the SHOPPER recruit another "friend" to help in order to share the cost in the event that his/her congregation is not offering reimbursement. Shopper, or his/her congregation covers the cost of the food.

SET UP COORDINATOR: (1 PER WEEK):

Manages a team of youth and adults to prepare bedrooms (lower level classrooms), kitchen, restroom, Imagination Room for Guests. This job is performed immediately after worship services (12:00 PM) on Sundays. It takes no more than 1.5 hours. Pizza can be ordered for the team and paid for by Social Justice Committee. (Receipt is given to the SJC Chair for reimbursement). The WEEK COORDINATOR will help the SET UP COORDINATOR learn this task.

SET UP TEAM MEMBERS: (4=5 PER WEEK)

In addition to high school youth who are generally available to help with Set UP, four adults are needed to prepare bedrooms, kitchen, restroom, Imagination Room (lower level classrooms) for IHN Guests. The SET UP TEAM works with the guidance of the SET UP COORDINATOR. This job is performed immediately after worship services (11:45 AM) on Sundays. It takes no more than 1.5 hours

TAKE DOWN COORDINATOR: (1 PER WEEK)

Manages a team of adults and youth to put away IHN cots and materials and to clean lower level classrooms, hallway, restroom, Imagination Room. This task begins at 7:00 AM on Sunday and must be completed before 8:30 AM so that Sunday school teachers can have access to the classrooms. All supplies are provided.

TAKE DOWN TEAM MEMBERS: (5=6 PER WEEK)

Works with the guidance of the TAKE DOWN COORDINATOR to put away IHN cots and materials and to clean lower level classrooms, hallway, restroom, Imagination Room. This task begins at 7:00 AM on Sunday and must be completed before 8:30 AM so that Sunday school teachers can have access to the classrooms. All supplies are provided.

LAUNDRY COORDINATOR: (2 PER WEEK)

After worship service on Sunday, takes laundry home to wash, dry, fold. Linens needs to returned to the IHN closet in the lower level and placed on shelves within one week or sooner if there has been an unusually high volume of linens used.

SUPPER COORDINATOR: (7 PER WEEK)

Plans, prepares (either at home or in the church kitchen), and serves the supper meal at 6:15PM. Enough food for 22 people should be prepared. Precedes the meal with a moment of quiet, a grace, a poem, a song, an invitation for a willing guest to speak. Eats the meal with the guests and engenders conversation during the meal. Supervises and helps with clean up.. Is welcome to involve others in the preparation but only 2 additional people should be on-site as too many volunteers overwhelm the guests. Meal plan options are offered to eliminate repetition of meals in the week.

EVENING ACTIVITY HOST: (7 PER WEEK)

Comes with three activity ideas. Arrives at 6:30 PM and gets the lunch materials out on a table. Supervises to be sure that all guests help to clean up from supper and make their lunches (providing limits: such as ONE BAG OF CHIPS PER PERSON, ONE DRINK, etc.). No one leaves the Ellen Hall Room until all are finished. Takes the guests to the Imagination Room and discusses Evening Activity options. Involves those who are interested in doing activities, homework, etc. At 8:30 supervises clean-up of Imagination Room. Leaves when OVERNIGHT HOST is settled in with the group for Bedtime Snack in the Imagination Room. (about 8:45 PM) It is suggested that the EVENING ACTIVITY HOST recruit an additional "friend" to come along as there are frequently children at different age levels needing different kinds of activities.

OVERNIGHT HOST: (14 PER WEEK)

Arrives by 8:15 PM in order to overlap with the Evening Activity Host. Brings a sleeping bag in order to save on linens. Assists with clean-up of Imagination Room. At about 8:40 PM serves Bedtime Snack to guests in Imagination Room. (The Bedtime Snack is prepared by the WEEK COORDINATOR.) After snack, offers to read a bedtime story (using one from our IHN collection or any other) to those who wish to hear it. Supervises that children under 13 are in bed at 9:00 PM, quiet, and supervised by their parents; those from 13 to 20 are in bed by 10:00 PM lights out, quiet, and supervised by their parents; adults are in bed by 11:00 PM, quiet, lights out . Locks all doors and sets out breakfast items before going to sleep. Makes sure guests are personally awakened and assisted (if necessary) to dress children and have time for a pick-up breakfast before getting on the IHN Bus. Reminds guests to take their lunches with them. Reports all problems to the week coordinator.