

TEAM TASKS

HOSPITALITY TEAM - 3 Volunteers

Volunteers will serve from 5:00 to 10:00 pm. or until the Overnighter Team arrives. Optional: The team may be split into two sessions, from 5:00 to 7:00 and 7:30 to 10:00 to cover designated times, with 2 or 3 people to cover each session.

Set up welcome/registration table and chair at entrance.

Ask volunteers to sign in.

Welcome and register guests as they enter.

Offer each guest a "Grace bag".

Set up tables and chairs for serving supper.

Get cots, mats and blankets; Make up a few cots w/spreads, sheets and blankets.

Check bathrooms for paper towels and toilet paper (one extra TP in each restroom) and pump soap dispenser. and hand sanitizer.

Supply each bathroom with some hand towels and wash rags kept in Classroom 1.

Set out cards, games, paper, pens and envelopes

Set up TV/DVD in front left corner of Fellowship Hall. TV/DVD is kept in Friendly Parlor.

OVERNIGHTERS - 2 Volunteers; one male, one female

Overnighters will serve from 10:00 pm until 6:30 am.

Provide hot and cold beverages.

Set out peanut butter, jelly and bread if guests get hungry.

In evening or toward morning, set out warm clothing, gloves, socks, underwear, Chap-stick, sleeping bags for guests to take with them if they wish.

Welcome new arrivals throughout the night and provide them with cot, mats, blankets, Grace Bags, and food and beverages if they wish.

Check bathrooms for supplies and cleanliness.

Stay awake 😊, monitor the room and enjoy the company. It is perfectly acceptable to alternate sleeping/dozing times with other overnighter.

Make coffee for breakfast; may help serve breakfast at 6:30 am.

SUPPER TEAM - 3 or more Volunteers

Decide on menu for supper. We encourage a "signature meal" that you can plan on making every night you are called to serve supper.

Prepare a supper for the estimated number of guests, hospitality, and supper team members. Presently, plan on 12-15 total. Provide hot and cold beverages for the guests for supper.

Serve supper for the guests. Most guests have not arrived until 7:00 or later.

Wash dishes according to posted guidelines.

Clean kitchen and wipe off tables.

RISE 'N SHINE TEAM - 3 or more volunteers

Set up a few tables if none are up.

Serve breakfast of your choice. It has been our experience that the guests will eat bacon, eggs, sausages, pancakes, oatmeal, ham, etc., and are generally not interested in high sugar breakfast Danish, etc. We usually have donations of coffee, oatmeal, grits and bacon you can use. Call Carla Traister at 517-7305 to check availability of breakfast supplies.

Guests can roll up used sheets, blankets and pillowcases and place in trash bags to be laundered. Spreads are folded and put away or kept on cots if shelter is to be opened that night again. Put away extra blankets and clothing in storage closets.

Stack cots in room or take cots to classroom 4 if shelter is to be closed for foreseeable future.

Take TV and DVD to Friendly Parlor.

Take out garbage.

If transportation can be provided, offer the guests the availability of a shower at The Church on the Rock.

Offer each guest a roll of TP to take with them.

Wipe tables, wash dishes according to posted guidelines.

Clean bathrooms. Restock TP and paper towels if necessary.

Dry mop Fellowship hall if needed and wet-mop where necessary.

LAUNDRY TEAM

Pick up blankets and linens in trash bags in morning at First United Methodist Church. Launder and return at your convenience.

OTHER POSITIONS:

COORDINATORS

Two or three Shelter Coordinators will share operating and staffing the shelter.

Develop and maintain a "Phone tree" of Shelter Representatives, team member numbers at each agency and volunteer teams used each shelter night. Teams used will be rotated among agencies.

Using NOAA and local weather forecasts, 1st UMC will decide on the opening of the shelter and contact coordinators.

On weekends or holidays, or when our church secretary is not present, Notify Sheriff's office (number: 437-4116 ext. 1 and they will contact all other police departments), Sue Bickings at Bunnell Elementary School (437-7533, ext 4051), and Labor Finders (437-0126) that shelter will be open.

Initiate the "phone tree"; call Shelter Representatives to fill assigned positions for each shelter night.

Open and close FUMC Building and may want to oversee shelter operations for that night and the following morning.

Communicates volunteer assignments to other Shelter Coordinators to facilitate rotation of volunteers among participating organizations.

SHELTER REPRESENTATIVES (CONTACT Person at each faith community/agency)

Liaison between the Shelter Coordinators and faith community/agency they represent. They communicate successes, needs and challenges to both groups.

Receives call from Coordinator and then calls individual volunteers to inform that the shelter will be open and their services are needed.

Maintains roster of volunteer teams, members of all teams, dates served and contact information.

Please identify an alternate volunteer to cover for you when you are unavailable (e.g., out of town, have guests, illnesses, etc.).