

# Job Descriptions - Ashland Winter Shelters

## Evening Volunteers - 1½ hours (7:30-9:00pm)

There are several opportunities to volunteer that do not require spending the night. From opening at 7:30pm until quiet hours at 9pm is the busiest time at the shelters. It really helps to have help getting everyone in out of the cold and settled for the night. You might be asked to distribute sleeping pads and blankets, help guests in sign in and explain rules to the new guests (these are printed and easy to review), make tea/coffee or serve hot beverages, help with light clean up in the kitchen or be a "listener".

- **Listeners** - Listeners come to the shelter in the evening and just sit with guests, usually one-on-one, and simply listen and talk to them. This act of respect and kindness is vital to every person and means so much to those who are now homeless. Every positive human interaction people living on the margin have helps move them away from crisis and closer to stability.
- **Dinner Volunteers** - Several of the congregations who sponsor the shelter have volunteers who bring dinner or breakfast. If you are interested in bringing food, there is a place to signup on the volunteer form and it would be greatly appreciated.

## Morning Volunteers - 1½ hours (6:30-8:00am)

The overnight hosts have spent the previous 12 hours at the shelter watching over the guests. Morning comes and they are most likely tired. They have one hour to get everyone up, fold blankets, roll sleeping pads, serve coffee and breakfast and put everything away. Guests leave the shelter by 7:30am. The remaining hosts and helpers spend 30 minutes cleaning the shelter: sweeping, mopping, wiping down the kitchen and two bathrooms, emptying the trash and making sure the outside perimeter of the shelter is tidy. Not all shelters require extensive cleanup. Some have custodial crews that come in the morning. In any case, there are always a few guests who help clean in the morning. With everyone's help we usually get done in 15 minutes! Occasionally there is a need to deliver leftover food or serving trays to the Methodist Church or the Food Bank.

- **Breakfast Volunteers** - Several of the congregations who sponsor the shelter have volunteers who bring dinner or breakfast. If you are interested in bringing food, there is a place to signup on the volunteer form and it would be greatly appreciated.

## Overnight Hosts - 12½ hours (7:30pm-8:00am)

Before you can be an overnight host you will need to go to Ashland Police Department, tell them you are a winter shelter volunteer at Pioneer Hall, and fill out the background check form. It's fast, simple and free. The first time you volunteer you will be the 3rd host (in training). There will be 2 other hosts who have done this before. As the third host, you can observe the shelter operation, ask questions, help out as you are able. It is up to you to determine when you are ready to spend the night as a regular host. New hosts are always paired with experienced hosts.