



# St Andrew's Family Shelter

**The family shelter will need volunteers each night** for 2 shifts-Dinner & Overnight Hosts. St Genevieve's also offers a Morning Relief shift for overnight hosts that need to get to work the next day. A minimum of two volunteers per shift are needed each night for a total of 26-36 volunteers each week. Volunteers that have completed the volunteer paperwork may sign up at [stgens.org](http://stgens.org) for our next hosting weeks. Please contact Julie McCarthy for information on this ministry [jamccarthy17@gmail.com](mailto:jamccarthy17@gmail.com)

## General Volunteer Shift Responsibilities

### Dinner Shift (5:00 – 8:30) Responsibilities

1. Assist staff with dinner prep.
2. Interact with families.
3. Assure dining area tables are cleaned and ready for meal time.
4. Serve evening meal (6:00 PM)
5. Eat and socialize with families.
6. General kitchen clean-up: put food away, wash dishes and counters
7. Interact w/families – games, crafts, conversation, etc.

### Overnight (8:15 PM – 6:30 am OR 9:15 AM) Responsibilities

1. Prepare bag lunches for working adults or kids for the next day.
2. Reinforce shelter curfew/night time rules and lock doors to the shelter
3. Wake-up call @ 7:00 AM (weekdays only)
4. Serve a Continental Breakfast.\*
5. General kitchen clean-up; put away food, wash dishes and counters.\*
6. Secure the building at 9:15 AM (weekdays only)\*

### Early Morning Relief (6:30 AM- 9:15 AM)

Many of our Overnight hosts still work weekdays. \*This shift comes in early to put out breakfast items and clean up after the breakfast shift. **Overnight Hosts that don't need to get to work should sign up for this shift as well.**

Volunteers will need to go through the safe environment or Virtus training, have a background check, sign a code of conduct, & fill out the volunteer application forms. You must sign up online for this training. [www.virtus.org](http://www.virtus.org) Contact Susie Irlbeck at St Gen's [sirlbeck@stgens.org](mailto:sirlbeck@stgens.org) for more information.