

St. Andrew's Family Shelter

14383 Forest Blvd, Hugo



Volunteer Dinner Host

5:00 p.m. – 8:30 p.m. -- 2 volunteers minimum

St. Andrew's Family Shelter is a ministry of hospitality. It is our mission to provide a place where the families in our program feel safe, and respected and receive a warm, nourishing meal along with friendly dinner conversation.

Time Commitment

- Plan to arrive at the shelter by 5:00 p.m. and stay until 8:30 p.m. Park in the main lot. The St. Andrew's Shelter staff will greet you and provide a thorough orientation. Because you will serve dinner, a staff person will review food safety procedures with you.

Responsibilities

- Greet the families as introduced to you or as you first encounter them
- Assist in light food prep and serving of the evening meal.
- Invite guests to help with cleaning up the dining area.
- Clean up Kitchen; place dishes in dishwasher, hand wash kettles, wipe counters.
- After dinner work is complete, engage children and youth in activities such as homework, reading, games, puzzles, videos etc. with parent's permission.
- Be available to listen and 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 the daily page in the log.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions.

Qualifications

- A friendly, caring, nonjudgmental attitude.
- Energy and a love of children.
- Respect and understanding for parents and varying personalities.
- Ability to reinforce rules.
- Reliability – our shelter depends on volunteers.
- We ask that volunteers be at least 10 years old and if under 18 years old, be accompanied by an adult.
- No experience necessary - a training session will be provided at the shelter.

PLEASE notify your church's volunteer coordinator ASAP if you have an emergency that prevents you from fulfilling your shift or call the shelter directly at 651-762-9104

*"For when I was hungry and you gave me something to eat,
I was thirsty and you gave me something to drink,
I was a stranger and you invited me in."*

Matthew 25:35

St. Andrew's Family Shelter

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Volunteer Overnight Host

8:15 p.m. – 9:15 a.m. -- 2 volunteers minimum

St. Andrew's Family Shelter is a ministry of hospitality. It is our mission to provide a place where the families in our program feel safe, and respected and receive a secure and comfortable place to lay their head at night.

Time Commitment

- Plan to arrive by 8:00 p.m. and stay until 9:15 a.m. Park in the main church lot. The St. Andrew's Family Shelter staff will greet you and orient you to the shelter and your overnight duties.

Responsibilities

- Introduce yourself to families and be available to talk with guests if they wish to converse.
- Be a model for shelter rules and remind families of the shelter rules when needed.
- Prepare bag lunches for the following day as requested.
- Encourage bedtime routine—help children to slowly stop their activities, facilitate pick-up of the common spaces.
- Secure the facility for the evening. Make sure the doors are locked, extraneous lights are off, and kitchen area is tidy.
- Sleep in the designated volunteer area. You will need to bring your own bedding with you, such as sheets or a sleeping bag, and a pillow.
- Provide a wake-up call for families around 7 a.m. on weekdays (depending on when school busses and transportation is scheduled). No wake-up call is needed on the weekends, as the shelter remains open all day.
- Prepare and serve continental breakfast and tidy up kitchen and eating area after use.
- Check in the keys from the families as they leave for the day.
- Secure the facility for the day – make sure the doors are locked (you can go out the back door), site is tidy, and lights are off.
- IN CASE OF EMERGENCY refer to the handbook at the shelter that has emergency numbers and instructions.

Qualifications

- A friendly, caring, nonjudgmental attitude.
- Energy and a love of children.
- Respect and understanding for parents and varying personalities.
- Ability to reinforce rules.
- Reliability – our shelter depends on volunteers.
- We ask volunteers for the night shift be at least 21 years old.
- No experience needed - a training session will be provided at the shelter.

PLEASE notify your church's volunteer coordinator ASAP if you have an emergency that prevents you from fulfilling your shift or call the shelter directly at 651-762-9104

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