FamilyPromise of Butler County

Volunteer Needs for Host Congregations 2022

Site Coordinator(s): (1-3) Each host site will need someone appointed as Coordinator. The coordinator is the point person and main contact for all things related to the week's hosting. This is generally the person who is in contact with the local Family Promise director. The coordinator also is the person to set up the schedule and recruit volunteers**. (Some sites choose to have Volunteer Coordinator as a separate role). At least one Asst. Coordinator or Co-Coordinator** is highly recommended to cross-train and serve as back up when needed.

Nightly Supervisor: (1-7) **One supervisor is there each night from 5 to** 9pm to meet guests upon their arrival each evening. He/she serves as the point person for the routine daily happenings. The Supervisor will work with volunteers if there are needs or concerns. They are the main contact between the volunteers and the Site Coordinator. After dinner the first night he or she goes over introductions, rules, a tour and important locations with the families.

SignUp Genius Coordinator (1-optional) The SUG coordinator electronically updates and sends out emails to donors and volunteers for Volunteer sign ups and/or pantry and supply donation signups.

Meal Hosts/Meal Providers (2-4 nightly): Meal Providers are individual(s) or small group that provide a meal for up to 20 people (up to 14 guests plus volunteers) to include Meat , Starch, Vegetable and or salad, dessert(not every night) and drinks. Note: a large portion of the guests could be children. Meal Providers drop off meal by 5:30pm (time may vary). They may or may not also be the Meal Host. Meal Hosts help set up at 5:30pm and then sit down with guests, pray, eat and provide fellowship. Meal Hosts supervise clean up and include guests in cleaning tables, floors and dishwashing. Packing lunches is also overseen. A Kitchen Helper may be scheduled from 5pm-7pm at some sites to help use the kitchen.

Evening Host (2-4 nightly) The Evening Hosts should be on-site approximately 6:45-8:45pm (time may vary) and stay until the overnight hosts arrive. If there is enough food, they may eat dinner, but mainly they are there to interact in evening activities. These activities may be homework, just sitting and visiting; or there may be activities laying out or hosts may bring a planned activity like playing guitar and singing, coloring, reading books, or doing crafts or games like bingo, etc. Sometimes are crafts or games may be played with lots of toys and basketballs available. **Check the schedule to see of something particular was planned.**

Overnight Hosts (2 nightly) Two Overnight Hosts are needed every night of the hosting week. Preferably one male and one female. Arrive anytime by 8:45pm and leave after the guests leave around 6:30am (8am on Saturdays) in the morning. The Overnight Hosts will help get guests up and out with a quick breakfast, clean up and lock up the area for the day.

Set Up/Tear Down Team (4-6) On first Sunday of host week in afternoon, this team sets up cots, makes beds, sets up living areas and dining tables and makes the guests' space look homey before arrival at 5:30pm. The team then tears down, cleans and puts away all cots and furniture between 7am and 9am on final Sunday or whatever time is necessary to free space.

Laundry helpers (2) These individuals pick up the bed linens, blankets and towels on final Sunday, launder them and return to supply closet.

Pantry Coordinators/shoppers (1-3): This individual(s) keeps stock of what kitchen supplies are needed including breakfast and lunch supplies, and notifies sign-up genius coordinator for donations. The same or different person will shop for supplies that have not been donated, and checks in by Wednesday of Host week to see if he/she needs to shop for more pantry supplies.

Activity Coordinator (optional): Arranges for crafts and activities to be available and laid out as options for children and guests. Also takes care of organization of the craft and toy supply closet.