Overnight Host Responsibilities (8-2025)

- Bring with you:

1. Set of sheets/blankets or sleeping bag
2. Your own pillow
3. Cell phone with alarm
4. Any toiletries or personal items

- Arrive at 8:30pm through the side north door and check in with supervisor and put on nametag.
- Sign in, set up your room **if not already (use rooms 101 and 102). USE DESIGNATED HOST BEDS ONLY (Full sized, memory foam mattress)**
- Get update on families (Helpful to read family profile info in binder on allergies, medical, etc.)
- Meet all guests letting them know you are the emergency contact during the night and tell them which room you will be staying in.
- Confirm van pick up time with supervisor, **usually 6:30am every day except Saturday 8am.** ***Check special emails from coordinator.***
- Oversee bedtime schedules. Children are to be in bed at 9pm and adults are to be in rooms by 10pm. Remind them no smoking after 10pm(outside). Offer them wake-up knocks on doors around **5:45am (or earlier depending on guests and van time)**.
- Take Family Promise binder and keys to your room at bedtime.
- Wake up guests at agreed upon time by knocking on all doors until they respond and are awake.
- Make coffee and pull breakfast cart with cereal and grab and go food out to eating area. Put out milk and juice. Use disposable bowls, utensils.
- Leftovers may be taken to the Day Center in morning, please check and remind them. Remind them to take bag lunches too.
- **COTS/MATTRESSES MAY BE LEFT IN ROOMS 101 OR 102.**
- After van picks up guests, make sure all guest rooms are locked.
- Clean up kitchen and sanitize with disinfectant spray.
- Leave binder ***with keys inside ring*** on kitchen counter, leave around 6:45am..
- ***Send email to Coordinator/overnight hosts in morning*** **with list of supplies that are low and how things went, issues etc.**