

# Volunteer Roles at Safe Harbor

Every role performed by you as a volunteer at Safe Harbor is a gift to our guests, and an opportunity for you to grow and learn too. Consider what level of guest interaction you would like, and what training or experience you bring.

Role	Responsibility within Role	Experience/Training needed	Guest interaction	Times
<b>Kitchen Lead</b>	Leads all aspects of food and service responsibilities	Preferred	limited	4:00 or 5:00-8:30
<b>Kitchen Volunteers (4)</b>	Preps and serves as directed	none	limited	4:00 or 5:00-8:30
<b>Dining Room Services</b>	Cleans in between two seatings and after kitchen closes. Helps seat people and assists guests, takes and sorts all trays	none	high	5:30-8:30
<b>Check In</b>	Works check-in desk until check-in ends (7:30). Accurately record guests coming into shelter. After line slows assigns dinner tickets to each guest and store all medications and contraband accurately. Assists with tote movement and cleans check in area	none	limited to moderate	5:30-8:30
<b>Volunteer Assistant</b>	Helps at check in for the busy first rush. Assigns dinner tickets to each guest and store all medications and contraband accurately. Moves to pulling totes for returning guests after line gets slow. Helps with tote movement after check in. Helps with cleaning after check in	none	limited to moderate	5:30-8:30
<b>FM Assistant</b>	Provides self service medication administration, monitors cameras and assists the Facility Manager	none	limited to high (volunteer choice)	5:30-8:30
<b>Guest Services</b>	Ensures all new guest receive and understand welcome packet - assisting in filling out paperwork, basic needs and building orientation. Monitors guests throughout the building and yurt by doing regular rounds and reporting to staff any issues. Assists in welcoming and training all new volunteers. Assists staff as needed. Cover volunteer roles when breaks are needed	Experience necessary	high	5:30-9:00
<b>Weekend Volunteer - (some churches may not choose to offer these slots. Delete as necessary)</b>	Assist guests with laundry, showers and coffee. Perform rounds and help staff with other activities as directed.	none	high	Three shifts (between 8-5)
<b>Morning Volunteer - (some churches may not choose to offer these slots. Delete as necessary)</b>	Makes and refills coffee, assists in waking guests, helps guests find personal hygiene items and emergency clothing, cleans dining room and dishes	none	high	6:30 a.m. - 8:30 a.m.
<b>Yurt Volunteer (Optional)</b>	Interacts with guests in yurt	Experience preferred	high	5:30 - 8:30

YOUR COORDINATOR

**NOTES FROM YOUR COORDINATOR**

You may sign up online by following this link: [\[Link\]](#) If you have any difficulties, let me know! Thank you for being part of this loving service to our neighbors without homes.