

Roles and Job Descriptions for Warm Nights at Holy Trinity

- 1. Nightly Coordinator**
- 2. Food Preparers**
- 3. Nightly Activities Coordinator**
- 4. Overnight Volunteers**

1. NIGHTLY COORDINATOR JOB DESCRIPTION

The Warm Nights (WN) nightly coordinators oversee the program for a single night and serve as Holy Trinity ambassadors to our Warm Nights guests and Community Crisis Services, Incorporated (CCSI) staff members.

Some of the things nightly coordinators will be doing:

- Planning the menu for the evening for 25 to 30 WN guests and about 5 volunteers.
- Keeping things on schedule.
- Coordinating the volunteers who will prepare and serve dinner and pack lunches.
- Ensuring lunches, provided by other volunteers, are stored properly and ready for the following day.
- Ensuring the Parish Hall is set up for dinner, breakfast and sleeping.
- Ensuring the Parish Hall and kitchen is cleaned up after dinner.
- Disposing of and/or properly storing leftovers.
- Ensuring breakfast supplies are on-hand for the next day.
- Serving as the single point of contact for the WN Shelter Manager.
- Contacting persons needed (see contact list) in case of a problem or emergency.

2. FOOD PREPARERS' JOB DESCRIPTION

Holy Trinity Warm Nights food preparers prepare and deliver a portion (or all) of the dinner and/or pack bag lunches for 25 to 30 Warm Nights guests for one or more evenings as coordinated with the Holy Trinity Warm Nights nightly coordinator.

Some of the things dinner preparers will be doing:

- Coordinating with the HT WN nightly coordinator to identify the menu items and amount of food needed for dinner and decide which items to prepare.
- Purchasing the items necessary for preparing the meal.
- Preparing and storing the menu item(s) in a safe manner to prevent spoilage or contamination.

- Delivering prepared food (in disposable containers) to the Parish Hall between 6:00 and 6:15PM on the evening(s) being covered. **Note: Hot food should be delivered hot and ready to serve. Perishables should be kept fresh.**

Some of the things bag lunch preparers will be doing:

- Coordinating with the HT WN program coordinator (Steve Esmacher) to identify which night lunches are to be delivered and the number of lunches needed.
- Purchasing the items necessary for preparing lunches, e.g., paper bags, bread, lunchmeat, peanut butter, jelly, fruit, snack, etc.
- Preparing the lunches, placing them in individual paper bags, and storing them in a safe manner to prevent spoilage or contamination. Paper bags should be marked to indicate contents and date prepared.
- Delivering lunches to the Parish Hall no later than 9PM on the night before they are to be distributed the following morning. Lunches should be placed in the refrigerator as needed to prevent spoilage.
- Notify the Warm Nights nightly coordinator when lunches are delivered.

3. NIGHTLY ACTIVITIES COORDINATORS' JOB DESCRIPTION

The Holy Trinity Warm Nights nightly activities coordinator selects the activity and coordinates the volunteers who will be supporting the activity. Activities will generally commence each night at about 8:30PM and can include playing games, watching movies, listening to the choir perform, praying, providing presentations, helping write resumes, etc.

Some of the things nightly activities coordinators will be doing:

- Identifying the activity
- Coordinating with the nightly coordinator so they are aware of what will be happening.
- Lining up volunteers and any supplies needed to support the activity.
- Setting up and conducting the activity.
- Cleaning-up afterwards (if needed).

4. OVERNIGHT VOLUNTEERS' JOB DESCRIPTION

The Holy Trinity Warm Nights (WN) overnight volunteer monitors the overall wellbeing of WN guests and HT facilities from about 9:30PM through 7AM each night/morning and serves as the point of contact for HT and for the WN Shelter Manager when support is needed. The overnight volunteer is also responsible

for preparing and serving breakfast, and ensuring the Parish Hall, classrooms, kitchen, and bathrooms are ready to go for Day School use at 7AM.

Some of the things overnight volunteers will be doing:

- Being available if needed for issues related to the facility. **Note: The WN Shelter Manager will be responsible for guest issues.**
- Contacting the correct people in the event of a facility problem.
- Ensuring breakfast supplies (especially coffee!) and lunches are on hand for the next day.
- Ensuring the Parish Hall, kitchen, and bathrooms are clean before leaving.
- Syncing up with the Day School's Extended Day Coordinator to convey any issues or concerns before leaving.