



Egan Warming Center

Volunteer Mobilization Lead

Job Description

Goal:

To bring communication support at a given warming center site by helping to fill shift schedules during operation.

Reporting:

The Volunteer Mobilization Lead is responsible to the Site Lead and collaborates with the Volunteer Assistant Coordinator

Specific Duties:

- Receives alerts from the Assistant Volunteer Coordinator
- Contacts and confirms all lead volunteers for all lead positions
- Mobilizes general volunteers assigned to the site.
- Uses phone and email to reach and confirm all necessary volunteers for all shifts
- Alerts Volunteer Coordinator with additional needs from general volunteer pool
- Prepares schedule of volunteers by shift and task and makes sure that Site lead has the schedule and volunteer contact information
- Makes sure that Volunteer Coordinator has info about site-specific volunteers

Basic Shelter Schedule:

5:00 PM	Site Prep: Site Lead and Facility Liaison report
5:30 PM	Set Up: Area Leads report
6:00 PM	Shift ONE Volunteers Report (Shift ONE: 6:00 PM – 10:30 PM)
7:00 PM	Shelter Opens for guests
10:00 PM	Lights Out for guests
10:00 PM	Shift TWO Volunteers Report (Shift TWO: 10:00 PM - 6:00 AM)
5:30 AM	Shift THREE Volunteers Report (Shift THREE: 5:30 AM – 9:00 AM)
6:00 AM	Wake Up guests
6:30 AM	Begin Check Out procedures
8:00 AM	Close Shelter & Clean Up
9:00 AM	Lock Up Facility