



Egan Warming Center

Volunteer Resource Lead

Job Description

Goal:

To provide access to supplies, transportation information, and referral options ensuring comfortable accommodations for our guests.

Reporting:

Resource Lead reports to the Site Lead
Resource volunteers report to the Resource Lead

Specific Duties:

- Orients and assigns duties to supporting volunteers
- Coordinates with the comfort and community rooms for special needs
- Manages community rooms, including beverages and snacks, referral information and supply of games, cards, magazines
- Distributes supplies as appropriate (pillows, blankets, sleeping bags, cots)
- Distributes personal supplies as appropriate (first aid, socks, personal hygiene items)
- Coordinate with other lead volunteers
- Oversees morning cleanup of community room
- Receiving and processing donated goods
- Performs a morning inventory of hospitality supplies remaining/needed

Special Considerations:

At this time we prefer that donated goods not be directly taken to any of our shelter sites. Clothes, bedding and other items are to be taken to any SVdP donation site, specifying that the donation is for the Egan Warming Center. Any food donations are to be taken to Food for Lane County and specified for Egan Warming Center. Goods will then be gathered, organized and distributed as appropriate for each shelter site.

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