



Egan Warming Center

## **Volunteer Set-Up & Security Co-Leads**

### ***Job Description***

#### **Goal:**

To ensure the Warming Center site is managed in a way that provides safety and protection for all guests, volunteers and the facility staff. One of the Co-Leads is to be a person of the homeless community.

#### **Reporting:**

The Security Lead reports to the Site Lead  
The Security volunteers report to the Security Lead

#### **Specific Duties:**

- Orient, supervise and delegate assignment details to volunteers
- Oversees site set-up in coordination with Logistics Coordinator
- Operates preliminary shift for set-up
- Ensures frequent perimeter checks
- Makes sure smoking area is monitored
- Ensures all rooms are monitored, especially bathrooms, and that bathrooms are restocked as necessary
- Reports incidents to site lead (such as rule violations, fights)
- Assess facility security risks
- Ensure routine monitoring for hazards
- Ensure facility boundaries are complied with
- Respond to special incidences
- Prepare special incident reports
- Inform Site Lead of incidents
- Note and resolve security breaches
- Coordinate with the outside smoking area monitor
- Coordinate with the Site Lead regarding inter-agency involvement including determination to engage police assistance.

## **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