



Egan Warming Center

Volunteer Site Lead

Job Description

Goal:

To manage a specific shelter consistent with the guidelines established by the Egan Warming Center Coalition (EWCC) in the Standard Operating Procedures (SOP).

Reporting:

Site Lead reports to the Egan Warming Center Director of Operations
Volunteer Leads report to the Site Lead

Specific duties:

- Provide overall supervision for site during operation
- Obtain a floor plan of the physical site
- Preview the site using Mobilization Checklist
- Review security plan with Volunteer Security Lead
- Places signage indoors and out
- Meet with Facility Lead to review floor plan, set-up, and logistical needs
- Orient and coordinate volunteer Leads
- Ensure records, registration, and reports are done correctly
- Facilitate teamwork and a positive morale
- Ensure site is returned to pre-event condition
- Communicate appreciation to Facility Lead and welcome any feedback

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