

Coordinator

1. Call the overnight volunteers for your night.

The Volunteer Calendar on Yahoo lists your volunteers' names and phone numbers. Call your volunteers to confirm that they will be at the shelter, at least two days in advance. You are responsible for ensuring that there are two volunteers (or one volunteer willing to serve alone). If you need help finding additional volunteers, please contact Scott Caudill (scottcaudillnyc@gmail.com), Diana Pardue, 212-645-4387, or Scott Ramsdel, 917-699-6161, as soon as possible.

2. Arrive at church by 8:15p.m.

Check to make sure you have enough:

- Food: bread (defrosted), meat, cheese, juice, milk, coffee and bagels (there is often additional food left for the shelter- sandwiches, leftover school lunches, casseroles on Sunday nights, etc. This may be offered in addition to sandwiches) DEFROST BREAD FOR FOLLOWING EVENING
- Beds: make sure beds are working (please inform LouAnne if there are broken beds or other problems with linens, bldgmgr115@hotmail.com)
- Linens: Sheets, pillowcases, blankets, and towels (Are there enough? Do they look okay?)
- Closet supplies: earplugs, First Aid kit, alarm clock. Are the keys on the hook?
- Toiletries are stored on the rolling cart and restocked on Sundays.
- Alarm clock. Will need to be plugged in and set correctly for 5:30a.m. wake-up.

3. Start the decaf coffee
4. Volunteers arrive by 8:30p.m.
5. Help volunteers put out chairs, beds, linens (sheets, pillowcases, blankets & towels) and plastic containers. Help set the table with plates, forks, knives, cups, a pitcher of water, bread, sandwich meat, cheese, butter, mayo, mustard, peanut butter, jelly, cookies.
6. The buzzer will ring, indicating that the men are at the side door on 12th Street.
Go down the stairs to the lobby, at the back hallway (the one with the cross) take a right.
This hallway goes to the left. At the end on the right is a door. Go through the door down a short flight of stairs and open the back door.
7. One of the men will hand you two pieces of paper, a roster of the guests who will be staying at the shelter that night. Make sure all the men get up to the parlor. Once upstairs, introduce yourself to the men, call out their names from the roster, and check them off the sheet. That sheet goes on the clipboard in the closet. The second copy of the roster goes back with one of the men in the morning.
8. If the men have not shown up by 10:00p.m., call the Olivieri Center. The telephone number is posted on the door to the shelter volunteer closet.
9. The men will choose their bed and make them up themselves. Then they usually sit down at the table to have a snack. This is a good time to have a chat.
10. After the food is finished, you should assist with the clean up. Make sure everyone is settled. One of the volunteers will let you out the door to the interior stairway and will lock up.

If you have noticed anything that is broken or missing, please leave a note at the front desk.
Contact the next evening's coordinator if you have any problems or if the shelter needs more supplies.

Thanks for volunteering!