



Overnight Volunteer

Hours: 8:30p.m. to 7:00a.m.

The evening coordinator should be there when you arrive. If not, go ahead and start without the coordinator.

Evening Procedure

Bed Set-Up

1. In the southeast corner of the room behind a partition, there are twelve beds. Each bed should have a pillow and blanket on top, except for the two beds having mattresses marked “V” for volunteer, which you should use. The pillows (also marked “V”) and blankets for the volunteers are located on top of the rolling cart. Rolling cart should be set between the piano and parlor doors.
2. Roll the ten beds (without the mattresses marked “V”) into the room and park these in two rows of five beds (going north and south). Each bed gets a chair. Volunteers should set up their own beds behind the movable screen on the south side of the room. The men will set up their own beds.
3. There should be plastic bins (for the linens and towels in the morning) available on the rolling cart. Set those out on the north side of the room.
4. If the tables are not set up, put two tables together to make one long table at the northwest end of the room. Place 12 chairs around the tables.
5. Volunteers should place on each bed a pillowcase, two sheets and a blanket. Towels are put on the round table or the rolling cart. All linens and towels are the shelter closet at the south end of the room.

Food Preparation

6. Start the DECAF coffee first (if the coordinator has not already done so). Make sure you have sugar and cups and some milk. Set out ten plates, ten napkins, and ten juice/water cups. Put out enough bread on a plate for ten sandwiches. There should be a loaf of bread for each night. Set out cheese and sandwich meat on a plate, plus mayo, mustard, peanut butter, jelly, juice, and a pitcher of water. At the same time, check to see if you have enough food for breakfast. If there isn't enough, one of you might go pick up something at the market on Fifth Avenue between 13th and 14th St. or the grocery store on the west corner of 12th Street and Sixth Avenue.

Guest Arrival

7. The men are dropped off at the side door on 12th Street. When they ring the buzzer, go down the stairs to the lobby. On the west end of the room, there is a big cross. Take a right at the cross, walk down the hallway to your left. At the end of this short hallway on the right is a door, past that door is a small staircase leading to the side door. When you open the door for the men, one of the men will hand you two copies of a roster of the men who will be staying at the shelter that night. One copy stays with the shelter; the other copy goes back with the men in the morning. Follow the men upstairs, making sure they all get to the room. One volunteer should sign both copies of the roster in the appropriate place.
8. Whoever has the roster should introduce the volunteers, read off the names of the men, and check their names off the list. That copy goes on the clipboard in the closet. Make sure that you give the other copy to one of the men in the morning before they leave.

9. The evening coordinator usually stays until the food is finished. Make sure the coordinator shows you where the breaker switches are for the room lights, behind the food tables.
10. The keys are hanging on a nail in the linen closet at the south end of the room. When the coordinator leaves, get the key and (a) lock the door behind the coordinator and (b) lock the door leading to the first floor lobby and the door past the men's room. Place the keys back on the nail in the volunteer closet.
11. The men pick their own cots and make their beds. Toiletries are available for distribution on the rolling cart.
12. Most of the men will help themselves to supper. This is a good time to talk and enjoy their company.
13. After everyone has eaten, the volunteers clean the table. You may also set up the REGULAR coffee for the morning.
14. There is a clock in the volunteer closet. Set up the clock by plugging in the clock cord. Set the time and then set the alarm to 5:30a.m.
15. By this time, most of the men will be in bed, some of them may still want to talk or have a smoke; smoking is only allowed on the balcony.

By 11:00p.m. lights out (though the men may want lights out earlier).

Make sure the shades are down and everyone is settled.

Volunteers can use the library to read or work on projects, but **it is important for volunteers to sleep in the their beds in the Parlor**, behind the movable partition.

Morning Procedure

1. When the alarm goes off at 5:30a.m., get up, start the coffee maker and turn on the lights.
2. Put out breakfast: orange juice, milk, bagels, cereal, and fruit.
3. The men should put their linens and towels in the plastic bins, and close and put away their cots. Make sure that the pillows and blankets are put on top of the bed, not in them. The volunteers will close and put away their cots.

Guest departure

4. The bus usually arrives between 6:00-6:30a.m. and can be seen through the 12th Street windows.
Do not let the men depart until the custodian turns off the alarm! Do not call the sexton if the custodian is a few minutes late. The bus will not leave before the men come out of the building.
5. Give one of the men the copy of the roster to take back with them on the bus.
Follow the men out of the building to make sure they all get on the bus.
Do not let the door close on you or you may be locked out!
6. Make sure everything is put away and cleaned 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 the shelter needs more supplies.

Thanks for volunteering!