

Volunteer Position Descriptions

What Guest House is:

From January 13-20, 2019, Floris UMC will host approximately 40 homeless individuals for the week from 5 p.m. to 7 a.m. At the Floris Guest House, our guests receive a hot dinner, breakfast, a place to sleep, a shower and the opportunity to participate in a variety of evening activities. Our volunteers play an important role in making Floris UMC a welcoming and safe environment. Please sign up for non-food related volunteer positions using the SignUp Genius link on the Floris UMC website. The volunteer positions are listed by date so choose that date that is convenient for your schedule and sign up. Students under 14 are not permitted to volunteer per FACETS guidelines. Volunteers age 14-17 may only volunteer for Activities positions. They must submit a completed permission form prior to volunteering and be accompanied by a parent or group leader. Please contact Sally Mathews (sallymathews@cox.net) or Joyce Braithwood (703-501-2426) the Volunteer Coordinators with any questions about volunteering or specific volunteer positions.

Set-up Crew

- Description: The Set-up Crew sets up the Fellowship Hall, the Gathering Space and other areas of the church used for Guest House so they will be ready for our guests. Students under 14 are not permitted to volunteer per FACETS guidelines. Volunteers age 14-17 must be accompanied by a parent or group leader and submit a completed permission form prior to volunteering.
- Time needed: 12:30 p.m.-2:30 p.m.

Morning Volunteer Coordinator

- Description: The Volunteer Coordinator checks all Guest House volunteers in and out for their shifts and collects volunteer forms that are required by FACETS and Floris UMC. The Volunteer Coordinator can also help the AM Manager with other tasks and provide our guests with assistance as needed. The Volunteer Coordinator must be 18 or older.
- Time needed: 5:00 a.m.-7:30 a.m.

Morning Monitor – Male Volunteer

- Description: Morning Monitors interact with guests as they wake up, eat breakfast, and prepare to leave the church for the day and if necessary report any concerns to the AM Manager. Monitors are posted at each end of the main level of the church by the stairs and elevators to ensure guests remain in designated areas, regularly check bathrooms and the Fellowship Hall, conduct a sweep of the interior and exterior of the building after all guests have departed and perform other duties as assigned. Monitors should feel comfortable interacting with guests. This position may involve periods of inactivity and you are welcome to bring a book; however, careful attention and observation are necessary at all times. Monitors must be 18 or older.
- Time needed: 5:30 a.m.-7:30 a.m.

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- Time needed: 5:30 a.m.-7:30 a.m.

Morning Cleaning/Transition Crew – Male Volunteer

- Description: The Cleaning/Transition Crew helps turn over the church each morning. Volunteers work with the AM Manager to wake guests, store bedding, vacuum the Fellowship Hall, empty the trash, clean and restock all four bathrooms on the main level, clean the dining area and ensure the laundry is finished and distributed to the kitchen and shower areas. Volunteers must be 18 or older.
- Time needed: 6:00 a.m.-7:30 a.m.

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- Time needed: 6:00 a.m.-7:30 a.m.

Morning Transportation – Driver

- Description: Volunteers drive the Floris UMC vans from the church to designated spots to drop off our guests. Drivers require training on how to drive the Floris UMC vans prior to their first shift. A commercial license is not required. Drivers must be 18 or older.
- Time needed: 6:45 a.m. – 8:00 a.m.

Morning Transportation – Attendant

- Description: Attendants ride in the Floris UMC vans with the drivers from the church to designated spots to drop off our guests. Attendants assist the drivers and guests as needed. Attendants do not require training and must be 18 or older.
- Time needed: 6:45 a.m. – 8:00 a.m.

Afternoon Check-in Monitor

- Description: The Afternoon Check-in Monitor greets guests as they arrive in the parking lot, assists the FACETS facilitator with guest check-in and performs other duties as assigned. Monitors should feel comfortable interacting with guests and must be 18 or older.
- Time needed: 4:30-p.m.-7:30 p.m.

Afternoon Monitor

- Description: Afternoon Monitors help set up the Fellowship Hall and the Gathering Space before guests arrive, welcome arriving guests to the church and help them settle in before dinner and if necessary report any concerns to the PM Manager. Monitors are posted at each end of the main level of the church by the stairs and elevators to ensure guests remain in designated areas, regularly check bathrooms and the Fellowship Hall and perform other duties as assigned. Monitors should feel comfortable interacting with guests. This position may involve periods of inactivity and you are welcome to bring a book; however, careful attention and observation are necessary at all times. Monitors must be 18 or older.
- Time needed: 4:30-p.m.-7:30 p.m.

Afternoon Transportation – Driver

- Description: Volunteers drive the Floris UMC vans to pick up guests from designated spots and bring them to the church. Drivers require training on how to drive the Floris UMC vans prior to their first shift. A commercial license is not required. Drivers must be 18 or older.
- Time needed: 4:00 p.m.-6:30 p.m.

Afternoon Transportation – Attendant

- Description: Attendants ride in the Floris UMC vans with the drivers to pick up guests from designated spots and bring them to the church. Attendants assist the drivers and guests as needed. Attendants do not require training and must be 18 or older.

- Time needed: 4:00 p.m.-6:30 p.m.

Services Sign-up Volunteer

- Description: The Services Sign-up Volunteer helps guests sign up for services such as showers, foot care, haircuts and the Closet (formerly the Store) after they check in at the main desk. Volunteers must be 18 or older.
- Time needed: 5:00 p.m.-7:00 p.m.

Evening Safety Monitor – Male Volunteer

- Description: The Evening Safety Monitor helps provide additional support and presence to the Closet (formerly the Store) volunteers and leaders from 7:00-10:00 p.m. He then moves to the Gathering Space exterior door to make sure guests who go outside to smoke after the doors are locked at 10:00 p.m. stay near the building and do not go into the parking lot or to their cars. The Evening Safety Monitor should feel comfortable interacting with guests who may question the Guest House exit/re-entry rules. Volunteers must be 18 or older.
- Time needed: 7:00 p.m.-11:00 p.m.

Evening Monitor – Male Volunteers

- Description: Evening Monitors interact with guests as they relax after dinner and participate in activities and services being offered and if necessary report any concerns to the PM Manager. Monitors are posted on the main level of the church by the stairs and elevators to ensure guests remain in designated areas, regularly check bathrooms and the Fellowship Hall, conduct sweeps of the interior and exterior of the building in two-person teams at various times throughout their shift and perform other duties as assigned. Monitors should feel comfortable interacting with guests and have a confident and assertive demeanor. This position may involve periods of inactivity and you are welcome to bring a book; however, careful attention and observation are necessary at all times. Monitors must be 18 or older.
- Time needed: 7:30 p.m.-11:00 p.m.

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- Time needed: 7:30 p.m.-11:00 p.m.

Activities

- Description: Activities volunteers provide assistance in evening activities such as games, puzzles, movies and other special activities. Volunteers provide one-on-one interaction and conversation. Sometimes guests are not interested in the scheduled activities or in participating in any services but would appreciate a listening ear. Volunteers in this area should be outgoing and welcoming. Students under 14 are not permitted to volunteer per FACETS guidelines. Volunteers age 14-17 must be accompanied by a parent or group leader and submit a completed permission form prior to volunteering.
- Time needed: 7:00 p.m.-10:00 p.m.

Women's Showers

- Description: Shower volunteers assist our clients with the use of our shower facilities by escorting them to and from the shower area, ensuring they have adequate supplies and checking the shower area between guests. Volunteers must be 18 or older.
- Time needed: 7:00 p.m.-10:00 p.m.

Men's Showers

- Description: Shower volunteers assist our clients with the use of our shower facilities by escorting them to and from the shower area, ensuring they have adequate supplies and checking the shower area between guests. Volunteers must be 18 or older.
- Time needed: 7:00 p.m.-10:00 p.m.

The Closet (formerly the Store) Helper

- Description: Closet Helpers escort guests to the Closet and help them select items, find correct sizes, etc. Volunteers must be 18 or older.
- Time needed: 7:00 p.m.-10:00 p.m.

Overnight Monitor – Male Volunteers

- Description: Overnight Monitors remain awake throughout their shift and help supervise the church while our guests sleep. They ensure the church is quiet so guests can sleep, assist the FACETS facilitator as needed and contact the Overnight Manager with any safety or other concerns. Monitors are posted on the main level of the church by the stairs and elevators to ensure guests remain in designated areas, regularly check bathrooms and the Fellowship Hall, conduct sweeps of the interior and exterior of the building in two-person teams at various times throughout their shift, help with laundry if needed, turn the coffee pots on at 4:30 a.m. and perform other duties as assigned. Monitors should feel comfortable interacting with guests and have a confident and assertive demeanor. This position may involve periods of inactivity and you are welcome to bring a book; however, careful attention and observation are necessary at all times. Monitors must be 18 or older.
- Time needed: 11:00 p.m.-5:30 a.m.

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- Time needed: 11:00 p.m.-5:30 a.m.

Breakdown Crew

- Description: The Breakdown Crew returns the Fellowship Hall, the Gathering Space and other areas of the church used for Guest House back to their original set-up. Students under 14 are not permitted to volunteer per FACETS guidelines. Volunteers age 14-17 must be accompanied by a parent or group leader and submit a completed permission form prior to volunteering.
- Time needed: 6:30 a.m.-8:00 a.m.