

**I-Help Volunteer Roles Descriptions**  
**Hosting on 4<sup>th</sup> Sunday of each month**

**Volunteer Coordinator (1 volunteer):**

The volunteer coordinator is responsible for organizing all volunteers during the evening and completing the check list of all who volunteered, responsibility and number of hours. The volunteer coordinator will arrive at the church by 4:30 PM, turn on lights and adjust the room temperature accordingly. The individuals or families who are signed up to make dinner and plan to use the kitchen for preparation will need access to the kitchen by 4:30 PM. Greet guests when they arrive starting at 5:00 PM and direct them to the mats and bedding. Allow guests to set up their sleeping area and get settled. A Lutheran Social Services case manager is responsible for checking in guests for the evening. Assist with dinner preparations as needed. Inform the LSS overnight staff where various items (snacks, extra toilet paper, paper towels, etc.) are available. The Volunteer Coordinator shift is from 4:30 pm to approximately 7:30 pm.

**Dinner Preparations and Clean-Up (minimum of 5 volunteers):**

Make or purchase a meal for approximately 20 people (this count does not include volunteers). A total number of people dining will be communicated to the dinner volunteer about a week before the hosting date. Casseroles are easy to make in advance and reheat in our kitchen. Other dinner options include homemade soup and stew for the cooler months. Be sure to include items such as bread, vegetables, salad, and dessert. The church kitchen will be open at 4:30 PM or bring dinner ready to be served by 5:30 PM. We encourage volunteers to dine with I-Help guests. When guests are finished eating, please assist in cleaning the dining and kitchen areas. Once the cleaning is complete, you may leave for the evening. After dinner and cleanup is completed, guests will want to rest, shower, and settle for the night.

**Fellowship (minimum of 3):**

Arrive by 5:00 and focus on spending time with our guests and helping where needed. The main purpose is to make the guests feel comfortable and have conversations as you would with a guest at your home.

**Breakfast and Lunch Preparations (2 volunteers):**

The volunteers who are signed up to prepare breakfast and sack lunches and plan to prepare at church will have access to the kitchen at 4:30 PM. Breakfast and sack lunches prepared at home should be dropped off at the Fellowship Hall by Sunday at 7:00 PM. Breakfast and sack lunches can also be dropped off in the church office on Sunday morning before worship. Continental breakfast items, such as donuts, granola bars, fruit, bottled juice, etc. are preferred so guests can take food items with them to their place of employment or appointments. Lunch items can include sandwiches, chips, fruit cups, and a bottle of water or Gatorade. During the summer months, water and Gatorade can be frozen to keep lunches from spoiling. There are guests who work and have access to refrigerators to store their lunches.

The LSS overnight monitor will wake guests at 5:00 AM and all guests must leave church campus by 7:00 AM as set by LSS guidelines. The overnight monitor will set out breakfast and lunch items for guests.

**Laundry (minimum of 3 volunteers):**

On Monday morning, guests will leave linens, blankets, and towels in separate clothes hampers. **Note: To prevent molding the towels will be hung up to dry and will not be allowed to sit in the hampers wet.** All used linens, blankets, and towels can be picked up the Sunday following the hosting evening and must be returned by the 3<sup>rd</sup> Sunday of the month. Return clean laundry to the office. Laundry detergent is provided if needed.