

Overnight Host Description

Requirements:

- Acknowledgement of video training and de-escalation presentation, which can be completed here: <https://polkwarming.weebly.com/volunteer-training.html>
- Attendance of a face-to-face training (group or individual)
- Signed Volunteer Agreement
- Background check form
- W-9 tax form

Overnight hosts are primarily responsible for the hospitality and safety of guests, oversight of the intake time, answering the Warming Centers cell phone, responding to questions and situations that arise, arranging transportation for guests (utilizing on-call volunteers as needed), as well as setup and tear down of the host location.

Each night we are open, there are a minimum of two trained and vetted overnight hosts present from 7 p.m. to 7 a.m. Hosts should arrive by 6:45 p.m. to ensure timely opening and set up of the facility. The official intake is from 7-9 p.m. and involves guest check-in, provision of warm beverages and food as available, and set up of mattresses and bedding. Laundry and showers are available at some locations and may be utilized during this time. We try to have all guests present and in bed with lights out by 9:30 p.m. Between 9:30 p.m. and 6 a.m., hosts are allowed to take sleeping shifts as long as one host is awake at all times. 6 a.m. is wake-up time. All guests need to leave the host location by 7 a.m.

Please contact our Volunteer Coordinator with any questions:

Eli Schenk

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