

Room in the Inn

Volunteer Job Descriptions

Transportation:

Time:

- Pickup Thursday Afternoon: Between 4:00 and 4:30 p.m.
- Take Back Friday Morning: Leave Justin Youth Bldg Between 7:00 and 7:30 a.m.

Duty: Thursday afternoon pick up the van and up to 8 Guests at the Flag Building at 1100 East Lancaster. Bring our Guests to Justin Youth Building, park the van in the lot and leave the keys with the Host Coordinator. Return Friday morning to take our Guests back to True Worth Place at 1513 E. Presidio St. 76102 (817.289.7474); and then return the van to the Flag Building. Lock the van and place the keys in the drop box (mail slot) next to the door of the Flag Building.

Set-Up:

Time: Thursday Afternoon 3:30 p.m.

Duty: The Set-Up position is for a single volunteer who will come to Justin Youth Building to assist with preparing the facility for the evening. Tasks involved include the following:

- Set table for the evening meal
- Make sure bed making volunteers have all the supplies needed
- Fill rolling cooler with ice and bottled water for 18 Guests and Overnight Hosts and take upstairs to Gym.

Prepare Beds:

Time: Thursday Afternoon 3:30 p.m.

Duty: Put linens on 18 beds for our Room in the Inn Guests and Overnight Hosts. This includes transporting mattresses from closet to gym floor, and putting on bottom coverlet, bottom sheet, top sheet and placing blanket on each bed. Also includes getting pillows out of supply closet, placing pillow cases on pillows and placing pillows on beds. Get fold up table from supply closet and place on table towels and toiletry kits for 14 Guests. Get earplugs from supply closet and place on table. If we have mints, place one on each of the 18 beds.

Appetizers:

Time: Thursday Afternoon 4:30 p.m.

Duty: Provide enough snack/appetizer type food for 14 Guests and several volunteers. Our Guests may have not had a lunch time meal and waiting until 6:00 p.m. to eat dinner can be a long wait, in addition snacks help to break the ice for the evening.

Special Instructions/Ideas: This is just a snack so nothing too big but enough so that everyone can have a small plate. Some ideas: Veggie tray; Chips and salsa, queso or guacamole; cheese and crackers; miniature barbecue wienies; Cheese ball and crackers.

Dinner/Hospitality Volunteers:

Time: Thursday Evening Meal Served around 5:45 no later than 6:00 p.m. Food needs to be at Justin by 5:30 p.m. ready to eat. There is an oven and microwave in the Justin kitchen that is available for heating up rolls and keeping things warm. Hospitality Ends by 8 p.m.

Duty: Provide enough of the item (s) that you signed up to bring to feed at least 30 people. ***This seems like a lot, but consider:***

- 14 RITI Guests
- 4 Overnight Hosts
- Meal providers can stay and sometime that is as many as 5 but more often 2 to 3
- A staff member from the First Street Mission is usually there
- Sometimes we have 1 to 2 Catholic Charities Volunteers there
- Total based on above up to possible 24-26 and our Guests generally eat more per serving than you would normally expect, plus if anything is left over, they often eat it later that evening, or we package it for them to take with them the next day. For example, if we have left over meatloaf and rolls, we would make meatloaf sandwiches to take with them the next morning. So, 30 is a pretty good number. When it comes to sides, you can estimate a little less per side particularly if multiple sides are provided.

The Dinner Meal categories available are Bread, Salad, Main Course, Side Dish and Dessert. We ask that you also provide any condiments needed, please be sure to take any leftover condiments home.

Special Instructions: If you are unable to stay for the Hospitality part of the evening please be sure to let us know so that we can find other volunteers to help in this area.

Overnight Volunteers:

Time: Thursday Afternoon: Arrive between 5:00 and 5:30 p.m. and stay overnight through Friday Morning 7:15 a.m. Please stay until our Guests depart and final cleanup of the kitchen area is complete.

Duty: Overnight volunteers (generally 4, but never less than 3) stay throughout the night with our Guests in the Justin Building gym. Mattresses, pillows and linens are provided. Overnight volunteers are asked to help get our Guests up, strip and put away their beds, get down to breakfast and prepare for their departure.

Special Instructions: If you are unable to stay until 7:15 a.m. on Friday morning please let us know so that we can arrange for other volunteers to assist with the morning tasks mentioned above.

Breakfast Volunteers:

Time: Morning Meal Served by 6:30 a.m. Meal Needs to Be Brought to Justin between 6:00 and 6:15 a.m. Ready To Eat and set up for serving by 6:30 a.m.

Duty: The Breakfast Volunteers are asked to provide a full breakfast; ideas include breakfast casserole, fruit, cereal, juice and milk, and rolls or muffins. Again, enough food for our Guests, overnight hosts and yourselves plus a couple of others will need to be provided (up to 22); we encourage you to stay for breakfast. In addition to providing breakfast we need your help to serve and clean-up after the meal is over, if you can not stay for this part please let us know so that we can make sure the morning is adequately staffed.

Linen Pick-up & Washing:

Time: Pick up used linens on the Friday morning between 6:30 and 7:00 am at the Justin Youth Building or at FSM between 9:00 am and noon after the Thursday night session of Room in the Inn.

Duty: Wash, Dry and return clean linens to the Justin Youth Building by the following Wednesday so that they are ready for the next Thursday evening. Please call FSM to arrange the drop off. (817-335-6080)