

Team Leader - (1) 5:30PM to 8:00AM

- Bring your own bedding for the night,
- Verify that all aspects of the shelter are ready to go,
- Keeper of the Host church keys
- In charge of locking and unlocking doors,
- Write your first name only on your name tag, and sign the volunteer log book,
- **Review the Host Checklist [Appendix F] and the Hospitality Checklist [Appendix G] with all volunteers.**
- Be prepared and ready to greet the guests when the doors open at 6pm,
 - Be available to assist the Shelter Coordinator during the **Guest Intake Process**,
 - Be another set of eyes, making sure all is going smoothly between the Guest and Shelter Coordinator. Be prepared to call 911 if the need arises (i.e. threats, the appearance of a weapon, fighting, etc.)
- Responsible for supervising smoke breaks, [share responsibility with the Shelter Coordinator] 7:30pm, 8:30pm, 9:30pm, 10:15pm, and 6:45am,
- Help facilitate the “circle up” to pray before dinner and breakfast,
- Encourage everyone to use hand sanitizer often,
- Make sure the church building is secured (locked) when Shelter Coordinator leaves at 10:30pm,
- Contact Tim and Tammy if a first time guest arrives at the shelter after 10:30pm. Tim or Tammy will back to the shelter to perform the Guest Intake Process,
- Return medications to guests prior to their leaving at 8am, for the day,
- Make sure the guests have left the church by 8am. However if the shelter is within the Safe Zone and any of the guests are on the CSC list the departure time needs to be extended 15 minutes beyond the neighboring schools start time. [The Shelter Coordinator has a list of the school start times.]
 - If the Team Leader is not able to stay beyond 8:00am to accommodate a later departure, arrangements will be made with the Shelter Coordinator.