

Family Promise Volunteer Information: Overnight Host

9:30 pm- 7am

1. Please arrive 15 minutes before your shift. Use the Lower Level Entrance (double doors to the left of the wide stairs at the parking lot entrance to the rear of the church) These doors may be locked when you arrive. If they are locked please call the Family Promise cell phone 330-730-7828 and the volunteer upstairs will let you in.
2. Arriving early will ensure you have time to connect with the evening host volunteers, who will share information about the guests.
 - The guests may already be in their rooms for the night, so you will need to find out who is sleeping where.
 - If some guests are still up and about, you can introduce yourself and get acquainted.
 - The logbook can be found in the Youth Kitchen on the right as you walk in. **Each volunteer may write notes in the log book following their shift, so there might be information that will be helpful to you.**
 - Be sure to find in the notebook where the emergency phone numbers can be found.
 - It is recommended that you bring your cell phone with you.
3. **Locate the FP emergency cell phone** and make sure it is turned on at the start of your shift.
 - It should be with the FP logbook or with the Evening Volunteers.
 - It is suggested that the FP Cell Phone remain with you in case an emergency call comes in or a guest is arriving late.
 - **Guests are not permitted to use church phones or the computers in the youth computer room.**
 - The FP cell phone is available for guest emergencies.
 - Please place the cell phone back in the logbook at the end of your shift in the morning so that it can go with the guests back to the family center.
4. You will sleep on a FP Cot in the Conference Room.
 - **Items to bring with you:** bedding, pillow, cell phone, and alarm clock. Be sure to turn off lights that are not in use.
5. Things to do before you go to sleep: **IMPORTANT LOCK UP INFORMATION:**
 - To keep the temperature regulated in the Youth area, it is important to **leave the main entry door into the Youth Room open or ajar at night. If the temperature is not comfortable please call Bill Schmidt 440-667-4469 and he can reset the temp in the Youth Area remotely.**
 - Please take a moment at the start of your shift to **check the exterior entry doors** to make sure they are locked and secured. There is a church key attached to an orange block of wood located in Bill Schmidt's mailbox in the church workroom that you can use to secure any unlocked doors.

- If the guests have been in the basement during the evening please take a moment to check the church Activity Room and kitchen to make sure all toys are restored to the north wall and the kitchen is tidy. Children's Center Staff comes in early in the morning to utilize these facilities.

6. In The Morning,

- You will need to wake the guests at 6:00 am (7:00 am on Saturdays and Sundays). The timing for wake up may change during summer host weeks due to school schedules not being an issue.
- **Please be sure to unlock the lower entrance door at 6am for the Breakfast Host, (7am during the summer and on weekends.)** A breakfast volunteer will arrange breakfast in the Youth Room kitchen. Breakfast will be served about 6:15 am (7:00am summer and weekends).
- Check the volunteer work schedule on the FP bulletin board outside the youth kitchen to verify who is driving the van that morning. The van will leave at 7:00 am (8:00 am on Saturdays), and can leave as late as 7:30am depending on the number of school drop offs that are needed.
- **On Sunday morning**, move-out day, the guests will need to gather all their belongings and depart by 8am.
- Some families use their own vehicles, so be sure to check with each family in the morning to see if they need to ride in the van.
- Remind the guests to take the sack lunches they packed the night before.
- If there is any **leftover food** from the previous night's dinner, please remind the morning van driver to take it with them to the Family Center.

4. Important Information:

- The church may be locked by the church custodial staff at approximately 9:00 pm.
- The guests are to be in the church by 9:00 pm.
- Some guests arrive after 9pm due to work or childcare arrangements. If they are arriving late this will be arranged in advance with staff at the Family Center. The guest will need to call the FP cell phone to be let in to the church as the doors will be locked after 9pm.
- **Guests are permitted to smoke** outside at the northwest corner of the building, a cigarette butt receptacle is provided.
- **No smoking after 9pm. The guests will be told this on their first day with us.**
- **Children are to accompany their parents while smoking unless another FP parent agrees to watch their children in their absence.**
- **Lights out in the common area at 11:00 pm.** Guests can stay up in their rooms but the common area is "closed down" for the evening. They can help themselves to food in the kitchen during the night but we like to have a time set when guests are expected to have kids in their rooms.

IMPORTANT NUMBERS:

Emergency: Dial 9- then 911

Facilities Manager: Bill Schmidt Cell (440) 667-4469

Rev. Jeanette Brodersen (330) 888-9910 cell Also, in case of a need for medical attention there are two options:

Children's Hospital of Akron has night hours at the Hudson location across from Joann Fabrics Headquarters on 91. Here is their information:

Phone: (330) 342-KIDS

Hours: 4pm-11pm Monday through Friday

11am-11pm Saturday and Sunday