

## **Job Title**

GSLC IHN Coordinator

## **Description & Timeframe**

"Blessed are the flexible, for they shall not be bent out of shape."

Every IHN week is unique. Roll with the flow.

Good Shepherd serves as a host church to provide temporary shelter and meals to homeless families (at least one child and one parent). We use our building for overnight shelter and provide meals for up to 14 people for one week at a time, about four times per year. Buddy churches partner with us to provide staff for a host week.

Families receive supper, lodging, and breakfast at the church; then go during the day to the Day Center for housing search, job search, skill development, etc.

## **General Duties**

- Maintain a list of volunteers, record the date of their last orientation, and optionally keep track of the last time they volunteered, optionally for which job, optionally record email addresses.
- Volunteers must attend orientation classes once every three years. The schedule is usually posted on the IHN web site <http://www.ihn-greater-rochester.org/>
- IHN program should try to minimize the wear and tear on church property, and take care of general janitorial duties. Try to avoid situations which might reflect negatively on the IHN program. The janitors have plenty to do without being overly burdened during IHN week. It is our job to clean up after ourselves as much as practical, including returning items to their place.
- Add IHN weeks to the GSC calendar for the year.
- Attend quarterly coordinator meetings - schedule posted on IHN web site.
- Host cell phone 250-1413, day center 281-3122.
- Invite IHN children to attend VBS. Discuss with VBS coordinator to work out \$ and supplies.

## **Volunteer recruiting**

- Communicate with buddy church coordinators.
- During the school year, guests can participate in Wednesday night Simple Suppers (and Wednesday evening worship). Alert the cooks ahead of time.
- Update schedule frequently while recruiting volunteers
- Youth group may help with hosting.
- Friendship pad or passing a clipboard in church is an option for recruiting new volunteers

## **Before the week starts**

- Select rooms to be used by families. Typically N, M, and L are IHN rooms. If there are more than 3 families, perhaps O (old library) could be used. If Seeds of Wisdom is not in session, the rooms in the west hallway can be used.
- Check with secretary and resolve room conflicts and Fellowship Hall conflicts - most commonly scout meetings. A host at church that night needs to be aware of the outside groups looking for a room.
- Review and update the job description for cook, host, and overnight volunteers. Departure times for example are different during the school year. Put updated copies in volunteer notebook. Make sure job descriptions are available for volunteers.
- Check accuracy of phone number page in volunteer notebook.
- Send the van driver schedule to Joanne before every host week. The day center needs to know who to call if a driver doesn't show up.

### Sunday

- Set-up rooms for guests.
- Van driver needs a ride to the Day Center to pick up the van and guests.
- Give orientation to families. It works best to talk to one family at a time. This is the time to be firm about the rules you decide are important. Let guests know that violations are reported to Joanne (Markee). They already know that "three strikes and they are out of the program."

### During the week

- Keep the volunteer schedule up to date. It is usually left next to the volunteer notebook in the kitchen.
- Optionally take family pictures and post in the kitchen with names.
- Communicate with janitors; be aware of any building problems related to IHN guests.
- Find out if guests would like a hot breakfast on Saturday morning. Find out what they would like. Find out if any of them would like to cook (not as conditions for breakfast, but some just appreciate the opportunity to cook). Find a person to donate money for Saturday breakfast.
- Record your hours on the sign-in sheet. Include time spent at home.

### Sunday after

- Van driver needs a ride back to church after delivering guests and van to Day Center.
- Thank volunteers - note in bulletin, newsletter, email, or written note. Publicize success stories.
- Update master volunteer database with new information (last week served, new volunteer names)

### Training/Qualifications

The coordinator will need to attend volunteer orientation; a session is offered once per month. There are quarterly coordinator meetings as well - those could be split among a team of GSC coordinators.

### Committee Oversight

This position is a part of the Social Ministry Team. The Social Ministry Team is accountable to the Church Council.

### Staff Liaison

Pastor Dave Berg and Pastor Karen Pahl

### Contact for Information

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