

## **Job Title**

GSLC IHN Evening Host

## **Description**

Each evening two hosts (or two families, kids welcome) are recruited to be available to socialize with guests, play with children, help with homework, or help serve dinner. Some children are lively. Some guests keep to themselves and stay in their room. That is fine. Remember, they could meet as many as 50 volunteers every week, possibly after difficult days of apartment searching, and sometimes job seeking.

## **Timeframe**

- Volunteers for this position sign-up for a date or dates when the congregation hosts IHN (occurs about four times per year).
- Your shift is from 5:30 to 8:30 PM. If you are available, arriving early is helpful, since the guests arrive around 4:45 PM on weekdays and 4:00 PM on Saturdays.

## **Training/Qualifications**

Volunteers must attend an orientation before volunteering, and then once every three years. The schedule is usually posted on the IHN web site <http://www.ihn-greater-rochester.org/>

## **Helpful Information**

- Record your hours on the sign-in sheet. Name tags are available (for volunteers only - guest children will go through a package of name tags in an evening, so don't encourage them for guests).
- When supper is ready, let the guests know. Getting everyone to the dinner table takes a few minutes.
- If not busy with guests, you may help serve supper and cleanup. Some guests like to help as well.
- Eat with guests. Say grace or ask for a volunteer to say grace. Children often volunteer.
- Offer to help guests pack a lunch for the next day. Some do. Many don't. Children eat lunch at school during the school year.
- Children must not be left on premises under care of a volunteer, because of liability. A parent may ask another guest to baby-sit, but don't suggest it.
- Guests are not allowed to have visitors in the building, nor have visitors hanging out in the parking lot.
- Guests should not use the phone - they have access to a phone at the IHN day center
- First aid kit and latex gloves are in the kitchen.
- In case of fire, first - get everybody out, second - call 911. Call coordinator when you can.
- You may ask guests if bedding, towels, air mattress pressure, are okay.
- Hospitality notebook is kept in lockbox for confidentiality. Record comments about guests or facility that will help follow-on volunteers. You must record any incident that needs to be communicated to the coordinators or director. Volunteers are not asked to be police, but we must record and communicate problems to the coordinators and to director Joanne Markee, who will address them immediately. If you aren't sure, record it, and let the director decide it can be overlooked. Incidents must be reported so they do not continue from shift to shift.
- Call a coordinator if you have questions. Schedule and phone numbers are listed in the volunteer notebook on the kitchen counter.

## **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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