

Volunteer Job Descriptions

Position: **Activation Site Volunteer**

Notes: An **activation** occurs when the temperature is expected to reach 29° F. or less. The center remains open on consecutive nights until the temperature is expected to be above 29°. Therefore, the number of hours a volunteer will serve depends on how many nights s/he chooses to staff the center. The center is open from November 15 until March 31 of the following year.

Hours: Time per shift = 4 or 5 hours, depending on the shift served

Duties: Vary depending on shift worked.

Shift 1 (6-11 pm):

- Open site, check phone for messages
- Accompany transportation of guests from meal sites to shelter (if any)
- Set up cots, intake table, snack service, quiet area
- Post signage
- Welcome guests, check in guests' belongings, assure that guest paperwork is completed accurately
- Assure that volunteers have correctly logged in and out
- Respond to guest requests for information and/or assistance

Shift 2 (10:45 pm – 4 am):

- Assure that guests are observing "lights out" and quiet rules
- Check in late guests (if any)
- Address any issues that arise during sleep time

Shift 3 (4-8 am):

- Set up hot beverage service
- Wake up guests
- Check guests out, return belongings, distribute free service cards/vouchers
- Clean up shelter
- Assure that all volunteers log out
- Store supplies
- Lock shelter

Volunteer Job Descriptions

Position: Logistics Coordinator/Assistant Coordinator

Notes: The warming center's season runs from November 15 until March 31 of the following year. Activations are called for a minimum of two nights, but may extend for several consecutive nights. Confidential records, intake table supplies and the BFN phone are stored offsite after each night and must be returned to this locked, armed storage site. Guest supplies usually remain at the warming center site during extended activations and are only packed up and stored once the center is deactivated.

Hours: 3 hours per activation to transport and inventory supplies, 2 hours annually to conduct year-end and start-up inventories; 2-3 hours to purchase supplies as needed, 15 hours annually to attend meetings .

Duties:

- Responsible for overall operations of all sites, including inventorying, purchasing and maintaining adequate supplies of snacks, sleeping equipment, bedding, etc.
- Makes sure that all facilities are in good working order
- Manages storage of supplies and transport of supplies to/from site
- Works with Activation/Communications Coordinator during activations to assure site availability.
- Attends meetings of BFN leadership and provides reports as requested concerning supplies, procedures and operations.

Volunteer Job Descriptions

Position: Volunteer Coordinator/Assistant Coordinator

Notes: The warming center's season runs from November 15 until March 31 of the following year. Activations are called for a minimum of two nights, but may extend for several consecutive nights. Trainings for new volunteers are held at least once per year, usually in October or early November.

Hours: 2-3 hours per activation; 10-15 hours to organize and conduct each training; 15 hours annually to attend meetings.

Duties:

- Maintains a current and accurate roster of all volunteers
- Maintains an individual file on each volunteer containing confidential information specific to that person (e.g., social security number, background check results, address and phone number)
- Keeps a log of all volunteer hours, including training events and site staffing
- Arranges background checks for volunteers
- Assists in organizing training events (including CPR and basic first aid as well as BFN procedures) on at least an annual basis
- Develops and makes available to all volunteers a volunteer manual containing information pertinent to BFN.
- Attends meetings of BFN leadership and provides reports as requested concerning volunteer issues.

Volunteer Job Descriptions

- Position:** **Activation and Communications Coordinator/Assistant
Coordinator**
- Notes:** The warming center’s season runs from November 15 until March 31 of the following year. Activations are called for a minimum of two nights, but may extend for several consecutive nights, requiring multiple notifications to volunteers and local authorities.
- Hours:** 3-4 hours per activation (*see Notes above*); 4-6 hours/month for internal BFN communications; 15 hours annually to attend meetings
- Duties:** ■ Responsible for issuing all activation alerts to volunteers, BFN leadership, and local authorities in collaboration with the Weather Tracker
- Schedules staffing of all shifts
- Collaborates with Media Coordinator to assure proper public notice is given of activations
- Collaborates with Transportation Coordinator to arrange guest transport (if needed)
- Assures that Logistics Coordinator is prepared for activation
- Verifies site availability
- Maintains database/list of all BFN Board members, volunteers and coalition members
- Serves as “clearinghouse” for coalition member e-mails and notifications
- Assures that communications are in place for activation events
- Serves as initial contact for 72-hour activation notification from Egan Warming Center
- Attends meetings of BFN leadership and provides reports as requested concerning efficacy of activation process and communication issues.

Volunteer Job Descriptions

Position: Administration Coordinator/Assistant

Hours: 1-3 hours/week, more during the start-up period prior to the start of the operational year in November; 15 hours annually to attend meetings

Duties:

- Produces official BFN operational documents at Board direction, including Operating Procedures manual, guest forms and volunteer forms
- Serves as liaison with Community Sharing
- Assists Secretary of the corporation in maintaining proper corporate records and in the timely preparation of all State and Federal non-profit organization filings
- Assures that most current version of Operating Procedures manual is part of supplies at any activation site
- Attends meetings of BFN leadership and provides reports as requested concerning document revisions and legal filings.

Volunteer Job Descriptions

Position: **Media and Marketing Coordinator/Assistant**

Hours: 3-5 hours/week; special projects up to 10 hours/week; 15 hours annually to attend meetings

Duties:

- Disseminates information on behalf of BFN to media sources and the public, as approved by the Board of Directors
- Provides notification of activation events to local media by email and to the general public by posting notices of activation at designated locations in the Cottage Grove area
- Assists/directs the development and maintenance of the organization's website
- Updates BFN Facebook page
- With direction from the Board of Directors, develops media outreach and marketing strategies for BFN
- Maintains a "speakers' bureau" for presentations at clubs, media events, etc.
- Attends meetings of BFN leadership and provides reports as requested concerning notification protocols, media outreach, and marketing

Volunteer Job Descriptions

Position: Fundraising Coordinator/Assistant

Note: It is expected that this person will head a committee that handles the duties set forth below.

Hours: 5-10 hours/week; more for special events; 15 hours annually to attend meetings

Duties:

- Develops and directs fundraising events
- Explores grant opportunities and prepares grant applications as authorized by the Board of Directors
- Maintains list of donors and records of their donations
- Directs annual fundraising campaign and any other fundraising activities during the year
- Works in conjunction with Board in developing funding projections and objectives
- Works closely with Treasurer to assure accurate financial records handles appropriate recognition of donors.
- Attends meetings of BFN leadership and provides reports as requested concerning fundraising needs, plans, and results.

Volunteer Job Descriptions

Position: Transportation Coordinator/Assistant

Notes: The warming center's season runs from November 15 until March 31 of the following year. Activations are called for a minimum of two nights, but may extend for several consecutive nights.

Hours: 1 hour per activation, plus up to 15 hours annually to attend meetings

Duties:

- Establishes procedures and provides resources for free transportation for guests on nights when BFN open a site
- Attends meetings of BFN leadership and provides reports as requested concerning transportation issues

Volunteer Job Descriptions

Position: Weather Tracker

Notes: The warming center's season runs from November 15 until March 31 of the following year. Activations are called for a minimum of two nights, but may extend for several consecutive nights. The weather tracker alerts the Activation and Communications Coordinator whenever the temperature is expected to drop to 29° F. or less in the following 72 hours, and provides regular updates in the event of a multiple-night activation.

Hours: 3-4 hours per week during operational season; 3-5 hours annually for meetings

Duties:

- Follows the BFN protocols for tracking cold weather events, including communicating with Egan Warming Center personnel in charge of activations
- Works in close conjunction with the Activation and Communications Coordinator whenever a cold weather event is imminent and an activation needs to be called
- Attends meetings of BFN leadership and provides reports as requested concerning weather tracking