

## SEVERE WINTER SHELTER

### CHURCH COORDINATOR

(responsible to their Regional Coordinator)

#### REQUIREMENTS:

- Participate in Regional Church Coordinator meetings a minimum of 3 times over the course of the season for:
  - Mutual support with and for other coordinators
  - Provide updates regarding their shelter experience
  - Receive Network wide updates from the Regional Coordinator
- Develop and maintain healthy working relationships with partner churches directly supporting their Host Site.
- Collect the updated Daily Roster from Team Leader each day and update the database to match updated roster.
- Note any recommendations and concerns regarding our guests on their personal record for the benefit of all Church Coordinators and Intake Sites.
- Church Coordinators have oversight over the Facility and Host Site volunteers during the severe weather season (October 1st-April 30) to ensure the safe sheltering of our homeless guests. This includes but is not limited to:
  - Host Site volunteer oversight:
    - Ensure the schedule is staffed with volunteers to meet the weekly on-call need.
    - Monthly contact with the Team Leaders for support and encouragement
    - Conduct Team Leader gatherings at minimum 3 times over the course of the season to problem solve and celebrate the shelter night experiences.
    - Visit the facility on occasional shelter nights to visit with volunteer teams and provide any necessary encouragement and coaching.
    - Remain available via phone overnight in case of emergency at the facility. Initiate the Food volunteers each night the Shelter Network is open.
  - Facility oversight and preparedness:
    - Ensure all Team Leaders have the necessary keys to access the building and rooms that will be used for the Shelter nights.
    - Ensure all Team Leaders know the rules for the facility and are acquainted with emergency protocols.
    - Confirm sufficient supplies for the overnight and morning routines prior to the beginning of the on-call week.
    - Distribute dirty laundry at the end of the week according to facility protocol.
    - Ensure storage areas are returned to a clean and organized status.
- Initiate the Severe Weather Shelter Network during the Host Site on-call weeks:
  - Determine severe weather nights in partnership with the second, on-call Host Site Coordinator using the standardized guidelines by 8:30 am.
  - Email intake sites to alert them the Shelter Network will be open.
  - Update voice messages on both the Hotline and the RSVP line at 10:30 am.
  - Forward the Google voice numbers to the Intake sites Monday-Friday.
  - Google voice numbers will be forwarded to Intake volunteers on Saturday and Sunday shelter nights.
  - Monitor the Daily Roster in order to control the number of guests being signed up.
  - Retrieve the Google voice number when full capacity has been reached or at 5 pm, whichever comes first.
  - Update the voice messages on both the Hotline and RSVP line to indicate Shelter Network status.

