

SEVERE WINTER SHELTER

TEAM LEADER

(responsible to their Church Coordinators)

REQUIREMENTS:

- Coordinator a minimum of 3 times over the course of the season for:
 - Mutual support with and for other Team Leaders
 - Provide updates regarding their shelter experience
 - Receive Network wide updates from the Church Coordinator
- Develop and maintain healthy working relationships with their team. Team leaders are expected to contact each person in their team at least once a month outside of a severe weather shelter night.
- Update the printed Daily Roster before leaving the building in the morning and turn it in according to the Church Coordinators instructions.

TO PRINT THE DAILY ROSTER

- Log into your personal Gmail account and click on the Dashboard Icon next to your name in the upper right hand corner.
 - Click on the “Drive” Icon
 - Click on Shared Documents at the left side of the screen
 - Click on the Severe Weather Shelter spreadsheet
 - Click on the Central/Lakewood tab if you are hosting at Applewood, Lakewood Church of Christ or Sloan’s Lake Community Church
 - Click on the South/Englewood tab if you are hosting at Faith Community, Ascension Lutheran or Ken Caryl Church
 - Click the “printer” icon on the tool bar
 - Choose “Print selection”
 - Note any recommendations and concerns regarding our guests on the Daily Roster for the Church Coordinator to share with other sites as deemed necessary for the safety of all guests and volunteers.
 - Team Leaders have oversight over the Facility and Host Site volunteers, on their assigned night, 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:
 - Notify the team by 10:30 am the morning severe weather shelter is initiated.
 - Monthly contact with the Team members for support and encouragement
 - Begin each shelter night together with a time of encouragement, direction and prayer for and with the team.
 - Monitor facility use to make sure all rules of the building are being followed and supported by both the volunteers and the guests.
 - Remain available overnight in case of emergency. Overnight hosts should always know where the Team Leader is located.
 - Facility oversight and preparedness:
 - Ensure all Team members know what their assignment is for the night.
 - Ensure all Team members know the rules for the facility and are acquainted with emergency protocols.
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TEAM LEADER

continued)

- Complete an Inventory worksheet before leaving the facility and provide it to the Church Coordinator.
- Ensure storage areas are returned to a clean and organized status the next morning prior to leaving the building.
- Saturday night Team Leader is responsible for ensuring dirty laundry is packed and ready for distribution.
- Initiate the Severe Weather Shelter Network team during the Host Site on-call weeks:
 - Email and/or call all team members asking them to be at the Host Site by 6 pm.
 - Print out Daily Roster after 5 pm to be used for check in at the Host Site
 - Arrive at the Host Site by 5:45 if at all possible to open the building for the team.
 - Pull the team together by 6 pm to make nightly assignments, give any special instructions received from the Church Coordinator and initiate the set up process.