

## Volunteer Opportunities and Descriptions

There are many tasks to be done to prepare and host the guests. Whether you prefer to play a “behind-the-scenes” role or a more active role directly with the guests, there are many opportunities to become involved. The goal is to provide a nurturing and enjoyable experience during the families’ stay at St. Catharine. For that to happen, many hands are need.

A brief description of each volunteer opportunity is outlined below.

Opportunity	Description
<b>Host/Hostess</b> 2-3 each night	These people are present to greet guests and volunteers. A host/hostess will be here every night of the week, providing consistency for the guests, as well as resource for the volunteers. Currently, Pam Biggs, Aileen Gianelli, Ann Marie McCann or Fran Robertson will fill the host/hostess role each evening. One or more of the four is present 5:30 – 9:00 p.m. each evening.
<b>Dinner/Kitchen</b> Need one person or group for each of the 7 nights	Provide dinner for up 18-20 people. It could also be fewer people depending on how many guests we have from Family Promise. The maximum number of guests from Family Promise is 14. The additional people include a host/hostess, the dinner coordinator and 1 or 2 other volunteers that may be on hand. Simple dishes are the most popular. We will learn of any food allergies or major dislikes prior to the start of the week. Dinner needs to be fully cooked and ready to serve by 6:30 p.m. each evening (6:00 pm on Sunday night). There are two wall ovens, 10 burners and a microwave available in the Ministry Center kitchen.
<b>Evening Volunteers</b> Need 2-5 people each evening depending on the number of guests	Evening volunteers will come to help with a variety of activities – playing games, going outside to watch the children play basketball or soccer, reading stories, just talking to guests and possibly helping with some cleanup. Evening volunteers should plan on arriving by 7:00 p.m. and plan to stay until approximately 9:15 p.m. This is truly a ministry of presence – sometimes you just sit and watch TV. What’s most important is that you are there if someone wants to talk, or do a puzzle or play a game.
<b>Overnight Volunteers</b> Need 2 people each evening	Overnight Volunteers should to arrive no later than 8:00 p.m. giving them a chance to meet the guests before they go to bed. These volunteers sleep over (yes, you can sleep) and get up early the next morning to set up breakfast, put out lunches and make sure the guests are up to catch the bus on time. The morning is early / hectic for the guests, so anything these volunteers can do to help the children get breakfast and/pack lunches and get on the bus is encouraged. These volunteers would also clean up breakfast items. Generally volunteers are done by 6:30am on weekday mornings and by 8:00 am on weekend mornings.
<b>Activity Volunteers</b> Someone (or a couple people) to run an activity on 3 of the evenings.	For a few of the evenings, someone is needed to coordinate an activity. This could be as simple as coordinating a craft night, or a game night or a Karaoke night... We may need to be flexible on this as the ages and/or interests of our guests are made known to us! All activities should be planned to occur on the premises of St. Catharine.

<p><b>Shopping</b> 1or 2 people for advance shopping and for “on-call” shopping</p>	<p>These people would shop for various items that are not donated. This would most likely be needed to be done the day or two before the arrival of the guests. The “on-call” people would pick up any item(s) we find we need during the course of the week</p>
<p><b>Daily Cleaning</b> 1 person to come each day</p>	<p>This person or people will come in and “spruce up” each day which may include running the vacuum in the hallways, freshening the bathroom sinks, emptying wastebaskets and straightening the common areas. Guest rooms are cleaned by the guests themselves while they are here.</p>
<p><b>Cleaning &amp; Set-up</b> 3-5 people Saturday before guests arrive</p>	<p>This group will clean guest rooms and all common areas of the Ministry Center in preparation for the arrival of the guests. While the center is pretty clean, so we would like to take extra care to have it ready for our guests who will call this “home” for the time they are with us. This will occur on the day before our guests arrive (Saturday). Things will be staged for setting up on Sunday when the beds arrive. This should take about 2 hours on Saturday and about an hour on Sunday.</p>
<p><b>Bed Set-up</b> 4-6 people Sunday the guests arrive</p>	<p>These people will inflate air mattresses, make the beds, check that each guest room is ready, as well as the common areas. This will take place on the Sunday afternoon they arrive and takes an hour or so.</p>
<p><b>Laundry</b> 6 – 10 people</p>	<p>Wash and dry the sheets and towels. If our guests are staying only one week, this will be done at the end of the week stay. If our guests are staying with us for two weeks, it is done at the end of the first week and again at the end of their stay.</p>
<p><b>Clean-up</b> 4 – 6 people Sunday the guests leave</p>	<p>Once the guests leave on Sunday morning, there is still much to be done to arrange to get the guests air mattresses and bins picked up by Family Promise and to clean up the ministry Center so it can be used for meetings and other events the following week.</p>

If there is anything else not listed above that you can think of and would like to do, please feel free to contact Pam Biggs at [psbiggs@optonline.net](mailto:psbiggs@optonline.net) or 201-670-8760 to discuss further. All ideas welcome!