

Interfaith Job Descriptions

Dinner host: Prepare and assist in serving a meal to guests and volunteers. Dinner set up should be 30 minutes prior to meal being served. Meals are served at 5:30 pm. Prepare meals, set tables, serve meal, and clean up after meal.

Activities Host: Arrive at church no later than 7:00 pm and stay until 9:00 pm. You will plan special events, arts and craft activities, and games for the children. May provide a movie if a vcr/dvd player is available. Activities should be age appropriate for children. Check with parents if they will be coming, parents cannot leave the church while volunteers are with the children.

Evening Host: 5:00 pm to 7:00 pm. You will greet guests as they arrive and help them get settled for the evening. Get them signed in when they arrive. Have evening meal with them.

Overnight host: Responsibility is to secure the building for overnight hours and be available for guests as needed during that time. It is best to have two or more overnight hosts. Arrive at church at 9:00 pm, check with the evening host how guests are doing, special needs, challenges. Get any keys you may need. Greet Guests. Check in with parents to let them know where you are in case they need supplies. Lock all exterior doors at 10 pm and rooms not being used. Wake guests in the morning.

Transportation: Transports any guests that need transportation to and from the church and day center. Be at the church by 7:30 am to take them into the day center. Pickup at the day center at 4:30 pm and transport to Nisswa Church. If the group is small you can use your own vehicle, if the group is large then you will need to transport in the Day center 15 passenger van. A copy of your driver's license does need to be kept on file at the Day center.

All Volunteers need to review and sign off on the Handbook.