

# Overnight Volunteers Needed

Volunteers are trained and stay overnight in pairs from 8:30pm till 7:am. They pick up the men at St. Martin de Porres Shelter and host them at our church

To Volunteer call (206) 760-2282 or [mack442@juno.com](mailto:mack442@juno.com)

## OVERNIGHT SHELTER VOLUNTEER INSTRUCTIONS

### St. T's Shelter Quick Guide

- 8:30pm Volunteers arrive! One volunteer needs to be at St. Martin's Shelter by 9:pm the other stays and sets up.
- Set up includes placing out mats
- Set up snack area in social hall kitchen. Brew decaf coffee, plug hot water in, set out snacks. Have garbage can available. Set out table. Men arrive between 9:15 – 9:45pm.
- 10:pm lights out

#### Morning

- 5:25am Volunteers awake and set up kitchen. Brew coffee
- 5:40am First wake up call
- 6:00am Last wake up call
- Before men go- Wipe mats down with bleach spray, stack mats, gather blankets and place in van.
- 6:30am Drive men to downtown, blankets to shelter.
- Clean social hall floor, kitchen, bathroom, take out trash, doors locked, write in log book any missing supplies or problems.

## Detailed - STEP BY STEP GUIDE

At St. Martin de Porres Shelter-

The last available mats are assigned by 8:00pm. Men without mats will be considered for referral to St. Therese. The men will be evaluated for present intoxication, violence potential, hygiene, health history and behavioral problems. At this time the men will be fed, encouraged to shower, and observed by staff for possible behavioral problems.

AT ST. THERESE

1. 8:15 – 8:30pm volunteers arrive.
  - a. Access Social Hall Key (location covered in shelter training)
  - b. If the second volunteer does not show by 9:pm call Brian Mack (206) 760-2282 or Sean Walsh (206) 632-3502. If unable to reach coordinator, call St. Martins Shelter (206) 323-6341 Phone

is located in the NE corner of the gym (mounted on the wall) and also in the multipurpose room. Dial “9” to call out.

2. Lights switch in social hall on wall on your right as you enter. Unlock doors of multi purpose room and sacristy and kitchen. See shelter map.
3. Set up snack area in the kitchen. Most supplies are located in the double door closet in the north side of the social hall in a rollable red and black supply cart. Additional supplies are located in the multi-purpose room closet labeled “HOMELESS SHELTER SUPPLIES”. A table should already be out in the gym. If there is no table access one from the breezeway (off the north side of the gym) and place it near the kitchen counter. Plug-in hot water, place out evening snack food, brew decaf coffee, place out snacks etc. Please leave the table out in the morning
4. Access sleeping mats from the loft of the church (On Tuesday evening the mats will be stuffed in the shelter van). Distribute mats evenly around the social hall floor. There are two extra mats for the two volunteers. If a church group is using the social hall area please wait until they are finished before placing the mats.
5. One volunteer takes the Parish van (parked behind the Parish Center) and arrives at St. Martin's by 9:00pm. (Directions to St. Martin’s Shelter are in the log book and in the van) St. Martin’s shelter is located two blocks west of Safeco Field at the corner of Alaskan Way and Massachusetts Ave in an old Coast Guard Warehouse. (Suggested route: 34<sup>th</sup> Ave South, Right on Cherry, left on MLK, Right on Jackson, Left on 1<sup>st</sup> ave, Right on Royal Brougham, Left on Alaskan Way, Shelter is ¼ mile on your right in a old warehouse just past the Coast Guard Station.
6. When you arrive at St. Martin’s the men will be waiting. Park right in front. Announce that you are from St. Therese Parish and report in at the front desk. St. Martin’s Staff will assist you in finding the men. Pick up two bags of blankets from St. Martins staff and place them in the back of the Van. (note: The back doors of the shelter tend to be difficult to open)
7. Ask the men if we have any new guests who are with us for the first time. Please inform the men of the St. Therese Shelter rules.
  - Alcohol, drugs, or weapons are not allowed
  - No violence against persons or property
  - Participants are not permitted to leave from shelter site at any time. Transportation to and from St. Martin’s is provided both ways.
  - Any violation of these rules means that the violating party could be barred from the shelter.
  - Smoking is allowed but only outside and not after 10:pm
8. Arrive back at St. Therese. Unload and secure vehicle.

9. Help guests to settle down and choose mats. Distribute blankets (Two per person) Help with evening snack. Be a host...

10. 10:00pm lights out. NO ONE IS TO COME OR GO FROM THE SHELTER AFTER 10PM! If someone insists on going outside or chooses to leave explain that they will be unable to get back in. In addition, you will note their name in the log book and you should call St. Martin's shelter and that person will be barred from staying at St. Therese. (phone is located in the NE corner of the social hall mounted on the wall)

12. Volunteers should sleep one in the sacristy and one in the social hall and should be available if there are any problems during the night.

### MORNING

13. 5:30am - Set up snack area for breakfast. Brew regular coffee, put out morning snacks and drink.

14. 5:40am - wake-up call. Explain to the men coffee is ready but they do not have to get off their mats until 6:00am.

15. 6:00am - turn lights on in social hall.

- Everyone up and helping to clean shelter
- Place out spray bottles and paper towels so men can wipe down mats. The men usually do this on their own but you may need to remind some.
- Stack mats in church loft on Wed. / Thursday morning. Place in shelter van Friday morning (This is to free up the church loft area for weekend masses)
- Blankets go in bag for transport back to St. Martin's shelter.

16. 6:30am - One volunteer takes men in van downtown and makes one stop (usually Pioneer Square) to drop off men. The men should not have you drive out of your way to drop you off in other places. Return blankets to St. Martins. Return van to behind the parish center, return keys to proper location.

17. The second volunteer makes a note in the in LOG BOOK of how the evening went, if any supplies are needed or if there were any problems. The Volunteer then uses the Shelter Clean up Check list to clean. (The Log book is in the far left drawer of the counter in the Sacristy. Check lists can be found in log book)

### CLEANING CHECK LIST

- \_\_\_\_\_ Stack mats in church loft (NW Corner) On Friday morning please put mats in van
- \_\_\_\_\_ Put leftover food in storage cart and put storage cart in the closet you found it.
- \_\_\_\_\_ Wash off counter, coffee pot, etc.
- \_\_\_\_\_ Sweep all areas used for sleeping or eating: social hall floor, bathroom, entry to church, etc.
- \_\_\_\_\_ Mop any spilled liquids off Gym floor

- \_\_\_\_\_ Clean the Bathroom (Cleaning supplies are located in the supply closet of multipurpose room)
  - \_\_\_\_\_ Wash & Scrub toilet
  - \_\_\_\_\_ Wash bathroom sink
  - \_\_\_\_\_ Wash bathroom mirror
  - \_\_\_\_\_ Wash bathroom floor
- \_\_\_\_\_ Makes final note in the log book noting any problems, supplies missing, lost items found etc.
- \_\_\_\_\_ Make sure all windows are closed
- \_\_\_\_\_ Turn off all lights, including bathroom light
- \_\_\_\_\_ If the garbage is full take the garbage bag to dumpster behind church
- \_\_\_\_\_ Lock doors and return key

18. Thank you for volunteering!! Your help has enabled ten men to be off the streets!!