

## OWL VOLUNTEER JOB DESCRIPTIONS

### Check-In/Intake Team (5:30-8:00pm)

- 5:30 pm - Set up cots in separate gender sleeping areas.
- Center opens at 6 pm. Greet and welcome guests and assist them with completing Check-In Agreement Forms.
- Hand out sleeping bags and direct guests to their sleeping areas.
- Be friendly and helpful.

### Dinner/Activity Team (6:00-10:00pm)

(unable to predict how many guests will take advantage of the OWL...maximum number is 20).

- Set up. Provide dinner for guests and volunteers. Dinner served at 6:20pm. Clean up. Paper plates and cups, plastic utensils and napkins provided by Creekside.
- Pray for meal.
- Interact with guests. Provide an activity for the night, example movie night, or board games, or foot massages, or arts and crafts, etc. Activities need to be approved in advance by Karen Stoneburner. Share your idea with her at [karen.s@creeksideeg.com](mailto:karen.s@creeksideeg.com).

### Overnight Team (9:30pm to between 6:00 and 8:00 am)

- Supervise guests throughout the night. There will be a night captain who can help you address any issues that arise during the night. Lights out at 10:00 pm.

### Morning Team (6:00-8:00am)

- Wake up call at 7:00 am
- Set up breakfast. Breakfast served at 7:20 am.
- Put out sack lunches.
- Store cots and sleeping bags.
- Guests depart no later than 8 am.

### Breakfast / Lunch Team

- Provide continental breakfast for up to 20 guests plus 2-3 overnight volunteers. Deliver the night before (after dinner) or by no later than 7 am each day. Creekside has some refrigerator storage capacity. So we can receive up to 2 days of breakfast/sack lunches at a time. We have guidelines as to what to provide.
- Provide sack lunches for up to 20. Deliver at the same time you deliver the continental breakfast.