

# Families Moving Forward

## Volunteer Opportunities

### Hospitality Volunteer Duties

Sunday 4:30 - 8:30 Monday - Saturday 5:30 - 8:30

**Overview:** Plan to come and eat dinner with the guests. A name tag will be provided to you and our guests. Introduce yourself to the guests before or during dinner. The Evening Host Coordinator will brief you on the names of the guests and age(s) of the children when you arrive.

**Other duties:** help parents get their lunches made before the playtime begins in the gym; entertain the children if parent(s) permit; activities with the children can include helping with homework or craft projects, reading stories, playing board games or gym activities.

- Encourage use of hand sanitizer before and after meals/activities
- Do not leave the building with a child without the parent in attendance.
- Always keep the children's safety in mind
- Serve snack around 7:30 p.m.

You will be provided more detailed instructions closer to the event date.

### Meal Preparers Duties

Sunday 4:00-6:30, Monday - Saturday 5:00-7:30

**Overview:** Team members will work with the kitchen coordinator in St. Mary's kitchen to prepare a meal based on a predetermined menu. The food/ingredients will be provided.

**Other duties:** Serve the meal to the guests and volunteers, ensure proper storage of leftovers, and oversee the kitchen clean-up volunteers.

### Kitchen Clean Up and Lunch Preparation Volunteer Duties

Sunday 5:30 - 7:30 Monday - Saturday 5:45 - 7:30

**Overview:** Plan to come and eat dinner with the guests. A name tag will be provided to you and our guests. Introduce yourself to the guests before or during dinner. The Evening Host Coordinator will brief you on the names of the guests and age(s) of the children when you arrive.

**Other duties:** Dishwashing, lunch set-up for the following day (encourage guests to make lunch as soon as supper is over so perishables can be returned to refrigeration and the kitchen staff can complete their work), organize for breakfast after guests finish making their lunches, kitchen clean-up, set out evening snack for later.

You will be provided more detailed instructions closer to the event date.

### Overnight Volunteer Duties

8:00 p.m. to 6:00 a.m.

**Overview:** A name tag will be provided to you and our guests. Introduce yourself to the guests. The Evening Host Coordinator will brief you on the names of the guests and age(s) of the children when you arrive. You will make your bed for the night (a mattress will be provided, bedding is available or you can bring a sleeping bag).

**Other duties:** Help Hospitality Volunteers with snack if needed and check with them before they leave to see how the evening went. The children should be returned to their parents (if needed) at 8:30 p.m.

- Lights out times: 9:00 p.m. for children, 10:00 p.m. for teens, 11:00 p.m. for adults.
- Lock outside doors by 10:00 p.m.
- Once everyone is settled in and lights are out, you may go to bed, **in your own private room.**
- **You are not expected to stay awake all night.**
- The Morning Coordinator will come in to relieve you at 6:00 a.m.

You will be provided more detailed instructions closer to the event date.

### Set-up or Tear-down Volunteer Duties

Sunday 10:00 a.m. to 11:30 a.m.

**Overview:** We transform the classrooms at St Mary of the Lake into family living space for the week our guests are visiting. The Logistics Coordinator will brief you on the set-up or tear-down procedure.

**Set-up duties:** Hang signage with guests names at the assigned classroom, vacuum, set up air mattresses and make up beds, place toiletries and towels in the room, set up play area in the library.

**Tear-down duties:** Strip bedding, let air out of mattresses and fold up, bag up laundry, vacuum the room, clean up play area in the library, put all materials in FMF closet, take down signage.

You will be provided with more detailed instructions closer to the event date.