



Volunteer Role Description

We are looking for caring, reliable people who are passionate about providing a safe warm overnight place for those who would otherwise be on the streets during the winter.

Volunteering at the Living Room is a rewarding experience which will give you the opportunity to meet people from different backgrounds and life experiences, to become part of a welcoming community and to use and develop your skills in helping the local community. Full training provided.

Name of Role	Shift Volunteer
Purpose of Role	To help the Living Room to run smoothly and safely. To create a welcoming and friendly environment for the visitors.
Reporting to	Team Leader for the shift / Project Co-ordinator (Jo Morrison)

Tasks

Early Team (Shift 1)

Time: 18.00 – 23.00

Key roles and responsibilities:

- Present for team briefing at beginning of evening
- Prepare rooms for arrival of visitors including putting up air beds, chairs etc.
- Welcome guests and ensure they feel comfortable
- Register guests as they arrive and go through brief paperwork
- Serve food
- Make hot drinks (tea, coffee)
- Clear away after food and drinks finished
- Remain awake to ensure that guests are catered for, comfortable and no issues arising.
- Deal with issues arising as indicated in training and volunteer handbook
- Pass on information about visitors and incidents to night shift (and co-ordinator if necessary)

Night Shift (Shift 2)

Time: 22.45 – 6.15



Key roles and responsibilities:

- Receive information about guests and incidents from early shift
- At least 1 remain awake at all times to ensure that visitors are catered for, comfortable and no issues arising. Visitors must be visible at all times.
- Deal with issues arising as indicated in training and volunteer handbook
- Pass on information about visitors and incidents to breakfast shift (and co-ordinator if necessary)

Breakfast Shift

Time: 6.00 – 9.00

Key roles and responsibilities:

- Receive information about guests and incidents from night shift
- Prepare and serve simple breakfast (toast, cereals, drinks)
- Deal with issues arising as indicated in training and volunteer handbook
- Pass on information about visitors and incidents to co-ordinator and alert her to any issues next shift need to be aware of.
- Clear up and wash up after breakfast.
- Pack up bedding into separate bags for each visitor and label clearly
- Ensure visitors leave building and that area is clean and free from dangerous items.

If there are any other things that you would like to do to help, please have a word with the Project Co-ordinator.

Please note that all volunteers must be over the age of 18. Potential volunteers will need to complete an application form, a confidential declaration form, a DBS check and meet for an informal interview. All volunteers must also attend a day of training. Volunteers must agree to abide by the Living Room's policies which ensure that we are able to create a safe and welcoming environment.

For more information please contact Jo Morrison (Project Co-ordinator):

07724303310 / TheLivingRoomGY@outlook.com

To find out more about the Living Room please visit www.TheLivingRoomGY.co.uk