Tasks for Coordinator

**In the morning:**

* Go to the Shelter by about 8.30 (or before if you really want to see guests)
* Read the log book to see what happened overnight and get numbers for returning guests (morning shift should have asked)
* Check that there are enough sign-in/health and safety checklists in the folders and replenish if necessary.
* Pick up Shelter phone and defibrillator
* Help finish loading and check trailer for toiletries, towels etc.
* May need to remind morning shift workers to strip off bedding which needs washing and leave it for church to organise. Make up a new pack and label ‘new pack’ of bedding.

**In the afternoon:**

* Make sure day centre staff know what they are doing (see list of tasks on wall in kitchen or side of desk in office)
* Have them sign in in an exercise book
* Assess guests. If female guest, invite other female volunteer to sit in.
* You may need to show minibus drivers where key box is.
* On leaving, make sure heating is off and doors locked.
* Ring Venue Coordinator with details/numbers of guests expected (early afternoon and update if necessary)
* Print off new guest photos
* **Tuesdays** – write a weekly email to all volunteers. Give any helpful info, updates to procedures, reminders. Any good news stories. Insert the weekly rosters (Jenny will teach you!).
* **Wednesdays** – write to churches (copy Jenny and Kerryn) with shelter update for the week.

**In the evening**

* Pick up Defibrillator (not needed Monday night) and take to church
* Leave Presy church at 5.45 pm. Follow minibus to Bunnings in Lilydale and assess any guests before they get on bus for intoxication.
* Follow bus to venue.
* Introduce new guests to coordinators.
* Give Shelter phone to Venue Coordinator
* Verbal handover with Venue Coordinator
* When everyone seems happy, leave.
* Keep you phone on overnight in case you are needed.