



MANITOWOC WARMING SHELTER

Located inside of First Presbyterian Church

502 N 8th Street Manitowoc, WI 54220

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www.manitowocwarmingshelter.org

OVERNIGHT MONITORS

When:

- Every Night

Time:

- Three shifts -- 8:00pm – 12:00am, 12:00 – 4:00am, 4:00– 8:00am

Number of People Needed:

- 2 people per shift, must be over the age of 18

Entry

- Enter through the 8th Street door they will either be unlocked, or someone will be there to let you.

Tasks

- **General**

- You must stay alert during the shift
- Monitor guests and ensure they are following guidelines
- Provide appropriate response to guest needs
- Maintain a respectful, welcoming atmosphere
- Meet Volunteers at the 8th Street Doors when it is their time to arrive
- At least one Night Monitor must always have access to the Shelter Phone
- Advise success shift on any issues
- If any linens are soiled during the night they should be bagged separately in the blue laundry bags, tied shut and put in the large laundry bins. Give guests a new set of linens and mark the new tote as being used on the Tote Assignment clipboard

- **8:00PM-12:00AM**

- Set up the Night Monitor table on the Stage
- Take Shelter Phone from the OFFICE CABINET and place on monitor table
- Take the Door alarm from the OFFICE CABINET and plug by the stage
- Take First Aid Kit and AED from the OFFICE CABINET and put at your space
- Gather the Clipboards from the Registration Volunteers and place them on the Night Monitor table.
- On Friday Night take the Warming Shelter Entrance sign from Parking Lot door area and place it at the state Street Doors. Put this back by Parking lot door before leaving for the night.

- Help guests find their tote and a cot
 - Engage guests as they eat
 - Confirm with Line Monitor that they called Law Enforcement with shelter info
 - If guests wish to smoke, share with them the location and timeframe. Wait for when they are ready to come back in, they must be in by 9:00.
 - Turn all lights including stage lights off except sconce lights in the room off at 10:00pm
 - You may keep the stage light on where you are stationed
 - Meet second shift at the 8th Street doors at 11:50PM
- **12:00am-4:00am**
 - Try to get settled in as quietly as possible
 - Meet 3rd shift volunteers at the 8th Street doors at 3:50AM
- **4:00am-8:00am**
 - Try to get settled in as quietly as possible
 - Meet Breakfast Volunteers at the 8th Street Doors at 6:20am
 - Start the waking of guests around 6:30am
 - Meet Clean Up Volunteers at the 8th Street doors at 7:50
 - Using the sign in clipboard check guests off as they leave the building
 - Provide pantry items located in PANTRY CABINET to guests
 - Put bins out on a table and let them take what they need
 - Put items away when all have taken what they need
 - Offer Vouchers for: Laundry, Showers, & Lunch
 - Vouchers for laundry should be used only twice per week per guest.
 - Voucher to St Vincent DePaul are also available but should be given at request or observed need only
 - Make sure all guests have left the building by 8:00 am
 - Clean up the monitor area placing all items in the OFFICE Cabinet
 - On Wednesday mornings assist readying linens for pickup by Froedtert Holy Family Memorial Hospital.
 - On Wednesday Guests may put their linens (except pillows, zippered pillow protectors, bed pads, or donated blankets) into blue laundry bags – it does not need to be sorted.
 - Blue bags then go in large laundry totes