

**Church of the Mountains ~ United for Action
Emergency Warming Center
VOLUNTEER APPLICATION**

First Name _____ Last Name _____

Mailing Address _____

Phone Number(s) _____

Email Address _____

Which way do you prefer communication? **Email / Text / Phone call**

Are you certified in Basic First Aid / CPR? (not required) **YES/NO**

Are you 18 years of age or older? **YES/NO**

Are you willing to attend a 90-minute orientation meeting prior to volunteering on a service team?
YES/NO

How did you hear about the EWC? _____
Have you volunteered here in the past? _____

Please list any skills or volunteer/professional experiences relevant to working with this type of program:
(none required)

Please indicate all the areas in which you are interested and willing to help:

- ☐ Food Preparation
- ☐ Kitchen Host/Dinner Shift: 5:00 p.m. – 8:00 p.m.
- ☐ Kitchen Host/Breakfast Shift: 6:00 a.m. – 8:00 a.m.
- ☐ Hospitality Host/Evening Shift: 5:00 p.m. – 10:00 p.m.
- ☐ Hospitality Host/Overnight Shift: 10:00 p.m. – 6:00 a.m.
- ☐ Hospitality Host/Morning Shift: 6:00 a.m. – 9:00 a.m.
- ☐ Shift Supervisor
- ☐ Fundraising / Donations
- ☐ Shopping & Managing Donations
- ☐ Publicity / Community Relations
- ☐ Host Recruitment & Training
- ☐ Volunteer Meal Coordinator

Would you be interested in being one of our core volunteers and make it a goal to spend 5-10 shifts with us this season?

Date _____ Signature _____

Church of the Mountains ~ United for Action
Emergency Warming Center
VOLUNTEER AGREEMENT / RELEASE OF LIABILITY

This Emergency Warming Center is designed to provide a safe, warm place to stay for the night to individuals 18 or older whose temporary or permanent sleeping arrangements are typically outdoors, in their cars, or in unheated space. We value respect for the dignity of all humans. We aim to create a space that is physically and emotionally safe for all, regardless of race, ethnicity, nationality, religion, gender, gender identity, or sexual orientation.

As a volunteer staff member of this Emergency Warming Center, I agree to the following:

1. I support the mission and values of the Warming Center, as stated above.
2. I will do my best to keep my commitments to the Warming Center knowing that my participation is vital for us being able to be open. If there is a time I must cancel my shift or I will be late, I commit to contacting the Shift Supervisor or EWC coordinator as soon as possible so other accommodations can be made.
3. I am willing to function as part of a team and work together to create a welcoming warm space for our guests and will follow the policies and procedures developed for the Warming Center.
4. I will not give money or agree to pay for special agreements to any guest without first involving the Shift Supervisor or EWC coordinator first.
5. I understand that the Warming Center is not an appropriate place for religious, political proselytizing or any form of manipulation or pressure.

In consideration of my participation in the Church of the Mountains/ United for Action Emergency Warming Center, I shall hold all of the participating churches, volunteers, and coalition members free and harmless from any claim or liability that may arise through my participation in the program. If photos are taken while you are spending time at the EWC, may those be used for purposes of grant writing, advertising and marketing to support this program.

Date _____ Signature _____

OPERATING SCHEDULE

Check In for Guests is from 6:00-8:00 p.m.

10:00 a.m.	EWC Program Coordinator, after discussion with leadership, decides to activate the EWC; begins contacting trained volunteers to identify those available for service.
By 12:00 p.m.	Coordinator announces the opening of the EWC through all channels – if and only if sufficient volunteers have committed to serve.
5:00 p.m.	Volunteers gather for a brief team meeting, then begin EWC set-up.
6:00 -8:00 p.m.	Guests can Check-In and set up sleeping area.
6:30 – 7:30 p.m.	Dinner served. NO SUGAR OR CAFFINE for guests after 7:30 p.m.
7:30 – 9:30p.m.	Clean Up begins, then movies and games. OVERHEAD LIGHTS DIMMED AS SOON AS POSSIBLE
9:30 – 10:00 p.m.	Quiet time.
10:00 p.m.	Lights out; doors closed & locked for the night. (Police agencies and hospitals are always welcome to bring or send a guest to the EWC, regardless of time.)
6:00 a.m.	Wake-Up call.
6:15 – 7:00 a.m.	Breakfast & Clean-Up.
7:00 a.m.	Guests depart.
7:15 – 8:30 a.m.	Volunteers clean and deactivate EWC.

- There will be 2 outdoor smoke/pet breaks in the designated area: around 7:30 – 7:45 p.m. and 9:30 – 9:45 p.m. These times are flexible, guided by the combination of guests and decision of the shift supervisor.

Typical Staffing Needs

*Ideally at least one male volunteer per shift

- 5:00 – 10:00 p.m. Evening Shift (Check-In and Set Up)
 - Shift Supervisor
 - 1 Hospitality Hosts
- 5:00 – 8:00 p.m. Dinner Kitchen Host
- 10:00 p.m. – 6:00 a.m. Overnight Shift
 - Shift Supervisor
 - Hospitality Host
- 6:00 – 8:00 a.m. Breakfast Kitchen Host
- 6:00 – 8:30 a.m. Morning Shift (Clean-Up and Deactivation)
 - Shift Supervisor
 - Hospitality Host