



Description of Volunteer Duties for Alpha House

5:30 p.m. – 8:30 p.m. Evening Shift, (approximate shift)

Dinner:

- Prepare kitchenette and dining room for dinner
- Ring the Dinner Bell around Alpha House when dinner is ready to be served
- Serve/Self Serve Dinner to guests (*or* place on table for Family-Style serving!)
- Clean-up kitchen and kitchenette area, take out garbage
- Throw away food that is old or won't be used
- Empty and start dishwasher
- Restock paper utensils in serving area

Evening Activities:

- Assist families with accessing personal care items/linens/towels from supply closet
- Supervise children's activities in common areas, including homework
- Monitor common areas – ask staff for back-up as needed
- Provide listening ear as needed
- Read to children in common areas
- Assist with other items/projects as needed

8:30 p.m. – 7 a.m. Overnight Shift, (approximate shift) (volunteers have separate sleeping room)

Bedtime:

- Assist families with bed-time preparations, help settle children down for bed-time, if needed
- Re-enforce evening rituals (brush teeth, bathe, etc) with children, if needed
- With staff, ensure that parents are settling children down, if needed
- Offer assistance/back-up to parents as needed (i.e. if parent needs to do laundry after children are sleeping, offer to sit outside family's room and keep an ear open for children), if needed
- After children are in bed, set lunch food out for parents to prepare their lunches
Lunch foods are located in the kitchen refrigerator and pantry
Lunches are prepared and kept in the kitchenette refrigerator
- After lights-out (11pm), inform staff if parents/children are not in rooms, if needed

Morning Routine:

- Assist staff with wake-up routine, if needed (ask staff how you can help)
- Make coffee (coffee located in freezer/filters in cabinet next to fridge)
- Set out breakfast foods from kitchenette/kitchen/pantry
Cereal boxes located in cabinet left of refrigerator
Milk Juices Yogurt Peanut butter/jelly
Bread Pop-tarts Fruit (other items)
- If you are still here, and have time, clean up after breakfast

Staff will be present and available to work with families at all times. Positive volunteer-family interaction is a valuable aspect of Alpha House, thus the responsibility for enforcing rules, setting limits, and intervening with family conflicts is the responsibility of paid IHN staff, and should not be a source of burden for volunteers. As always, if it is quiet around Alpha House and you would like to help out, please see the list of regular chores that we always need help with! ! !