



## **Heading Home**

**Job Title: Volunteer Campus Monitor**

**Program: Shelter Operations**

**Reports To: Shift Manager**

**Volunteer Opportunity**

**Please call Kim North for additional information and paperwork**

### **Essential Duties & Responsibilities of a Volunteer Campus Monitor include:**

- Overall reports to Shift Manager.
- Supports Shift Manager, Campus Monitors, Security Guards, and Volunteers.
- Assists in the unloading/loading of busses.
- Assists in directing new Clients to their bed.
- Maintain good rapport with Clients in order to facilitate a safe and comfortable dorm.
- Maintain accurate headcount and rosters of all guests in dorm.
- Maintain periodic rounds through and around bunks to ensure safety of guests.

### **The responsibility of all Heading Home staff and volunteers includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain client, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Volunteer Manual

### **The time commitment for this volunteer opportunity:**

- 4-8 hour shifts once or twice a week

### **The point of contact for the volunteer:**

- Emergency Housing Director for the WEHC Levi Chavez 505-270-8973
- Communications and Outreach Associate Kim North 505-908-0759

This Volunteer Job description does not constitute an employment agreement between the organization and volunteer. This document is subject to change by the organization as the needs of Heading Home and requirements of the volunteer opportunity change.

Signature: \_\_\_\_\_

Volunteer Campus Monitor

Date: \_\_\_\_\_