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**Heading Home**

**Job Title: Volunteer Campus Monitor**

**Program:** WEHC

**Reports To:** Shift Manager

**Volunteer Opportunity**

**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 employees includes the following:**

* Always represent and promote Heading Home in a positive and professional manner.
* Maintain client, 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 contacts for the volunteer:**

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

Volunteer Campus Monitor