

Overnight Host Duties

1. Arrive between 6:00PM and 7:30PM. Come early if you want to eat and fellowship during the meal. You will probably want to bring a sleeping bag or blanket and a pillow if you like yours. Cot, mattress and fitted sheet are provided for you.
2. The cots, mattresses, etc should all be ready to go.
3. The host typically sleeps in the room to the right as you go in the gym.
4. Make sure you get a set of keys from the Kitchen.
5. Check in with Tommy Campsey or Tammi Ogle.
6. Most of the other volunteers go home around 8:00PM to 9:30.
7. Nightly responsibilities typically include: getting towels, OTC medicine, turning off lights, getting TV working, etc.
8. Main lights can be turned off between 9-10PM
9. Before retiring to your room for the night ensure that everyone is fairly settled in their respective bed areas.
10. Morning responsibilities:
 - Wake up at 5 AM
 - Turn on Lights
 - If it is Tuesday morning you can leave all the cots out and just make sure they pile the blankets up to take back to RITI Campus. The sheets/towels go in the big can labeled laundry. Make sure the blankets don't go in with the sheets and towels.
 - If it is Wednesday morning you will need to get the cots and stack them up in the side room. The mattresses also stack up on the big wheeled carts. Feel free to recruit some men or cooks that aren't busy to help. This can be time consuming.
11. Each morning the laundry can, including the lid, needs to be placed at the top of the stairs outside the kitchen in the morning. Get someone to help you with this as it is heavy.
12. Each morning do a quick walk-through of both shower areas before leaving. Look for used towels/washcloths, plus pick up trash or bottles that have been left in the shower area. Place the used linens in the dirty clothes can.
13. On Wednesday morning, you will need to make sure the blankets are collected in a bag to go back on the bus. Sheets/towels go in the big can labeled laundry, and the can goes on the top step behind the kitchen. Again, make sure the blankets don't go in with the sheets and towels.
14. Feel free to eat breakfast. If you have time, you can check with the kitchen crew and see if they need help, etc.
15. Usually, you are free around 6:00AM - 6:30AM

Emergencies are not likely but in case the phone numbers to call are:

911

Room in the Inn Campus Emergency Number 615-251-7064

Tommy Campsey 615-289-8008

Bob Ogle 615-337-5923