

# Family Promise Shift Descriptions | Raintree Christian Church

## Weekend/Holiday Day host | 2 shifts: 7 AM – NOON & NOON – 5 PM

- When the Family Promise Day Center is closed, and the staff is off (Saturday/Sundays and holidays) we need someone to just be where the families are – at the Promise House 2303 13th Street.
- The hosts may visit with the families, read a book, watch TV, etc. The families do their own thing during the day and may come and go on their own.
- The only responsibility of the day host is to remain at the Promise House during their designated time. The day host has the key to the house-the families do not have a key. If a situation arises that you do not know how to handle, call Toza or Loreann
- Write in the blue Family Promise Notebook (in the host room) any comments that the coordinator or the Family Promise director might need to know about any events or circumstances during your host time.

## Evening host | 5:00 p.m. – 9:00 p.m.

- On weekdays the bus driver will bring the families to the Promise House around 5:00 p.m. and hand you the confidential Family Promise Notebook. Put it in the Host room. You should look over the information early during your shift.
- Help set out the meal, drinks (tea/lemonade), paper goods for a self-serve meal.
- You are welcome to eat and visit with the families.
- Oversee the clean up following the meal and that the kitchen is back in order (Families are supposed to help with the clean-up – sometimes they must tend to their children)
- If a family leaves, have them sign out and back in when they return in the confidential Family Promise Notebook (kept in the Host room).
- Families are to be in their rooms by 9:00 p.m. unless they have work reasons or have received permission from the case worker to be out later.
- Write in the blue Family Promise Notebook (in the host room) any comments that the coordinator or the Family Promise director might need to know about any events or circumstances during your host time.

## Night host | 9:00 p.m. – 7:00 a.m.

- Arrive at the Promise House a little before 9:00 p.m. to relieve the evening host and receive any needed information.
- Bring a pillow and bed linens/sleeping bag. You will be sleeping the host room (south east corner of the house). A Queen size bed and a twin bed are across the hall from each other.
- Introduce yourself and visit with the families briefly if they have not already gone to their rooms for the night. Families must be in their rooms by 9:00 p.m. unless they have permission from the case worker.
- Look through the confidential Family Promise Notebook for any information you might need to know. If someone comes in late, they need to sign in the Notebook.
- If they must be ready for the van at 7:00 a.m., knock on their door if they have not gotten up by 6:15 a.m. Some mornings they may be allowed to 'sleep in' if they are not leaving the house that day.
- The families will fix their own breakfast from the items and fix sack lunches for the day if they are leaving the house.
- The transportation will pick up the families at 7:00 a.m. to take them to the Hope House or to work, etc. if it is a day they are leaving the house.
- Be sure that the breakfast & lunch foods are returned to the refrigerator and the kitchen is in order.
- Write in the blue Family Promise Notebook (in the host room) any comments that the coordinator or the Family Promise director might need to know about any events or circumstances during your host time.
- If the families leave, check that all the lights are off and the house is locked when you leave.