

# South Oakland Shelter (S.O.S.)

## Committee Leaders

### August 20 – 27, 2017

There are a few committees which still need a chairperson to oversee their operation during our week hosting our SOS guests. Responsibilities of the chairperson are:

- Coordinate with the General Chairperson
- Familiarize committee members with their specific responsibilities and the location of the first aid kit, AED, fire and emergency numbers and emergency evacuation plan.
- Remind committee members log their volunteer hours on the Volunteer Hours Sheets provided by SOS.
- Following our host week, to evaluate these procedures and communicate changes and improvements to the SOS General Chairperson.

**These positions are coordinators for the committee, chairs are not expected to do the entire job (and we don't want you to).**

**Activities Committee** – Plans and supervises evening activities for the guests. This may include a play area for toddlers, crafts, games, puzzles, cards, entertainment, TV/VCR, video games and board games.

**Housing Committee** – Coordinates pick up of mattresses and bedding from prior SOS host site and delivers them to church. Prepares the building prior to the arrival of guests about 5:00 p.m. on the first Sunday (we have someone to lead set up). Straightens up and restores rooms used by SOS to their usual configurations after the guests have departed on the last Sunday.

**Reception Committee** – Receives and registers the guests as they arrive at the church each evening. On opening Sunday they provide initial room/bed assignments, help guests get settled, and provide general information about the facility. They provide rides to the YMCA for a few guests to use the showers, Monday through Friday.

**Transportation Committee** – Collect information on morning destinations after all guests have checked in for the night (about 6:00 p.m.). Arrange carpools/rides for the morning and notify drivers of their expected arrival time for the next morning. Coordinate drivers and guests in the morning.

If you are able to lead one of these committees please contact Danny Hawkins, the General Chairperson, at [NCC.BusinessManager@gmail.com](mailto:NCC.BusinessManager@gmail.com) or 248 217-1750.