



Human Services Programs
of Carroll County, Inc.

Position Title: Shelter Support Volunteer-Check in Volunteer

Position Description: HSP's Cold Weather shelter seeks an individual or group of volunteers to conduct nightly guest check in. The volunteer(s) will assist shelter staff in maintaining a safe and welcoming atmosphere by effectively completing the tasks outlined below.

Supervisor: Clare Kazyak **Supervisor Phone #:**410-386-6667

Responsibilities:

- Record guest's personal and contact information
- Ensure guest's medication is properly stored and accounted for
- Use wand to check guest's person for metallic contraband
- Check guest bags for drugs and other contraband
- Distribute donated clothing and personal hygiene items to guests
- Assist guests in selecting a chore to complete
- Assist guests in setting a time to shower
- Assist guests in securing bedding for the night
- Immediately notify supervisor in the event of an accident or emergency
- Document work hours in volunteer sign in book
- Complete one two-hour training session prior to beginning service

Qualifications:

- Must be 18 years of age or older
- Comfortable working with at risk and diverse populations
- Able to maintain guest confidentiality at all times
- Able to lift up to 20 lbs unassisted
- Willing to take direction and work effectively with a team of volunteers
- Excellent interpersonal communication skills
- Able to effectively navigate and de-escalate interpersonal conflict

Hours: Check in is conducted nightly between 7 and 9 PM.

Compensation: This is an unpaid volunteer opportunity.

Work Location: 127 Stoner Ave Westminster, MD 21157. Not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org