



Overnight Host Responsibilities

What to bring:

- A set of single sheets or a sleeping bag for your bed
- Your own pillow
- An alarm clock
- Cell phone
- Flashlight
- Any personal items you might need

Responsibilities:

- Arrive at 8:30pm, set up your room and put on a name tag
- Check in with the Site Coordinator, or evening hosts to get an update on families
- Meet all the guests and let them know that you are the emergency contact during the night. Remind them of where you will be staying through the night.
- Van pick up times will be 6:30 a.m. Sun through Fri, 8:00 a.m. on Sat
- Oversee bedtime schedules. Children in bed by 9:00 p.m. and Adults in rooms by 11:00 p.m. and remind them of wake up calls at 6:00 a.m. There will be NO SMOKING after church exterior doors are locked. Remind them to set their alarms for the morning.
- Wake up all guests at the appropriate time and knock on doors until they respond that they are awake.
- Set up breakfast. Make sure guests have their packed lunches from the fridge before they leave and make sure there are no medications left in the fridge (unless prior arrangements have been made)
- Once guests have left, clean the kitchen, collect garbage outside of the guest rooms, lock the guests' doors, make a note of anything pertinent in the binder. Remember to leave the key at the designated location after you lock the guest rooms.