



Site Coordinator Responsibilities

5:15 pm -5:45 pm

- Review Family Promise book from the previous day.
- Unlock guest rooms
- Do a quick check on the bathrooms for cleanliness, toilet paper and towels
- Confirm that dinner is complete and on-site. Contact the Meal Provider if it is not.
- Greet guests

6:00 pm

- Dinner is served

6:30-7:00 pm

- When dinner is complete, make sure guests clean up their own areas and wash the dishes. You or a meal host can sweep and wipe down tables (guests can help)
- Encourage families to make their lunches for the next day
- Confirm that the stove and oven are off
- Greet Evening Hosts if they are different from Meal Hosts and update them

7:00-8:00 pm

- Free time with families: *You may plan an activity, however, nobody should ever feel obligated to participate.*

8:00 – 9:00 pm

- Introduce Overnight Hosts to families and help Overnight Hosts set up as necessary. Remind everyone of bed times.
- Confirm that a cell phone is on site.
- Document any necessary information in Binder.

9:00 pm

- Make sure to leave the key on site with overnight hosts.