

Overnight Assistant

Description: As an emergency shelter, Willis Dady always needs a person present to oversee any client needs, even during the overnight hours. Having a volunteer willing and able to come in and oversee the shelter's needs from 10:00 p.m.-6:00 a.m. is a critical need in our agency. Every night covered by a volunteer saves the shelter \$120 in staffing costs, and provides staff with valuable time to rest and recuperate away from their work environment. In addition, it also allows volunteers to support our clients by both ensuring they're sleeping in a safe environment and letting our agency operate at a more efficient budget, while also being able to rest themselves!

Location: Willis Dady: 1247 4th Ave SE, Cedar Rapids, IA, 52403

Key Responsibilities:

- Using door intercom system to allow clients with late night obligations in for the night
- Allow clients to access medication or toiletry needs during overnight hours
- Refer any emergencies that may occur during overnight hours to staff or 911

Qualifications:

- At least 18 years old
- Completion of Willis Dady Volunteer Application
- Completion of Willis Dady Overnight Orientation
- Trustworthiness
- Communication Skills

Time Commitment: 8 hour shifts, 10:00 PM-6:00 AM. The availability for the upcoming month can be found by contacting Willis Dady's Volunteer Coordinator. They are available at 319-362-7555 or at volunteer@willisdady.org.

Training: Once the application process is completed, we will set up a time to meet for an orientation before a volunteer's first overnight shift. This will cover shelter policies as they pertain to overnights as well as making sure the volunteer is familiar with the environment. The Volunteer Coordinator, Shelter Manager, and Resident Assistants are on call for any questions or concerns that arise during the volunteer's shift.

Benefits:

- Great for those busy during the day
- Each night covered contributes \$120 to the \$43,000 Willis Dady can save each year. These funds can go instead to the programs more directly benefitting our clients, such as outreach, prevention, or rapid rehousing
- Satisfaction of helping 32+ people have a safe and sound night of rest

Volunteer Supervisor:

VISTA Volunteer Coordinator: volunteer@willisdady.org

Lead Resident Assistant: nautica@willisdady.org