

# Volunteer Tasks Descriptions

## On-site Task Descriptions

(On-site volunteers will join us as we travel to the various mobile locations around Thurston County)

### ***Equipment Assistants***

- Setup: Fresh Water, Grey Water, and set up canopies, tables, chairs, plastic tubs etc.
- Teardown: Fresh Water, Grey Water, and store canopies, tables, chairs, plastic tubs etc.

### ***Welcome Booth***

- On-site - Intake & Covid-19 screening
- On-site – Scheduling, giveaways, and secure storage

### ***Shower Trailer Assistants***

- a. *Trailer assistant* to guide guest inside to the designated stall
- b. *Rover* swaps places with trailer assistants
- c. *Trailer Assistant* to direct guests to sinks after showering
- d. *Cleaning & disinfecting* sinks, and shower trailer

*(The details of each of the above on-site duties will be emailed after acceptance and provided in writing and verbally during the scheduled training sessions)*

***Fleet Location Volunteers (East Olympia) (Various)***

***This section is for converting our two buses into support vehicles, which includes laundry, toilets, and an ADA compliant complete restroom with an electric lift on the back of the bus.***

- a. Diesel mechanic
- b. General construction
- c. Construction assistants
- d. General Yard Maintenance
- e. Foreman
- f. Design/layout
- g. Plumbing
- h. Electrical
- i. Welding (preferably with equipment)
- j. Solar

**Equipment Maintenance (East Olympia)**

- a. Tractor
- b. Trailer
- c. Water Truck
- d. Buses
- e. Generator

## **Occupational / Professional Volunteers**

### Communication & Social Media

- a. Posting on social media
- b. Linking all to website
- f. General media ie newspapers, radio, tv

### Legal Advice

- a. Setting up contracts
- g. General legal advice

### Finance

- a. Bookkeeping
- b. Treasurer
- h. Grant Writing

### Outreach Coordinator

- a. Business contacts
- b. Fundraising
- c. Events
- i. Community contacts

### Administrative Support

- a) Telephone support
- b) Scheduling
- c) Checklist management
- d) Logistics

## Training

1. Overall (Provided by Community Partners)
  - a. Trauma informed care
  - b. First Aid & CPR
  - c. Harm Reduction
  - d. Outreach
  - e. Sensitivity
  - f. Boundaries / Self-Care
  - k. Mental Health First Aid

## Administrative

Example: Wednesdays and/or Saturdays 8:30 am to 11:30 am and 11:30 am to 2:00 pm, or all day<sup>[1]</sup><sub>[SEP]</sub>

We use a computerized tracking system to keep track of the number of people we serve. The system takes about 15 minutes to learn, but this position requires accuracy, speed and friendliness. Ideally, we would love to have a pool of regular volunteers who can return often to fill this role. This is a key role, as the system helps with all our reports. This role sets the tone and pace of service with the shower trailer program.

Driver Volunteer: Dates/times vary

Volunteer shifts are four and a half hours long. During this time, you pick up guests from prearranged locations, and bring them back afterwards. We use sheets and bedspreads to cover the seats and put them into a plastic garbage can after use to be laundered. Sanitize the van with Briotech's Multi Surface Sanitizer (MSS) after each stop, and at the end of the day. All guests are required to wear face masks and we will limit the number of guests to four people, unless they are in the same family unit. Giving them a warm thank you and a smile makes a huge difference.

## **Laundry Volunteers**

### *Option 1: Home Laundering*

Volunteers to bring the bag of bedspreads and sheets, in plastic bags, to your home to launder, fold and return to the shower trailer.

### *Option 2: Laundromat*

Volunteers to drop off bag of bedspreads and sheets in plastic bags to laundromat and pick up folded and bagged items when ready.