

Plan to arrive at 6:00 p.m. If you arrive after 6:15 p.m., you will be sent home and will not receive any hours. You are required to stay until the shift completion time of 7:30 a.m. the following morning. If you do not complete your shift or are sent home early by a staff member for any reason, you will not receive any hours. The enforcement of Samaritan's policies and procedures is at the discretion of the staff counselor.

Upon arrival, you will sign in. The shelter counselor will assign duties which will include:

- * helping with guest check-in and check-out
- * preparing, serving and cleaning up for dinner and breakfast (dinner and breakfast will be provided for you)
- * attending devotions at 10:00 pm prior to lights out
- * watching security monitors with another volunteer for a two-hour shift during the night

Sleeping quarters: You will have access to a volunteer sleeping dorm during the hours you are not watching monitors. A locker, bed, sheets, pillows and blankets are provided. Separate bathrooms and a shower are also available for use. Bring any personal toiletries you may need (toothbrush, toothpaste, etc.) with you. You may lock items, such as your cell phone, in the provided locker during your stay. Note: the volunteer dorm is always under video surveillance.

Dress code: Modest, comfortable clothing and closed-toe shoes are the rule at Samaritan. Please refrain from wearing short shorts, camisole tops, sagging pants, low-cut or see-through tops or skin-tight jeans and leggings.

Privacy: While we encourage volunteers to engage socially with the guests, please do not give guests your personal and/or contact information. Please respect guest privacy by not taking photos of guests. Do not give guests money or rides. Should you receive any of these or similar requests, see the staff counselor immediately.

Remember: No alcohol. No drugs. No weapons. No visitors.

Receiving Hours: You are responsible for keeping track of the shifts you schedule. If you cannot make it to your scheduled shift, you need to call or visit www.samaritanforsyth.org/volunteerreg to remove yourself from the schedule as soon as possible. You will be counted as a "no show" if you do not cancel prior to the shift. If you have two no shows or same-day cancellations, you may not be allowed to complete community service hours at Samaritan. Contact the volunteer coordinator at 336-748-1962 ext. 303 (M-F, 8:30 am – 5:00 pm) or the shelter counselor at 336-748-1962 ext. 306 (after 5:30 pm daily).

Scheduling Hours: After successful completion of your first shift, you will receive an email from the volunteer coordinator with instructions about scheduling two additional shifts. If you try to schedule additional shifts without prior approval and do not follow instructions, you may not be allowed to complete community service hours at Samaritan.