

Volunteer Descriptions for Homeless Resource Day  
Annapolis Middle School, 1399 Forest Dr. Annapolis, MD 21403

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**The Day Before**

Friday, March 27<sup>th</sup> (3pm - 8pm)

- Must be at least 15 yrs old to help
- Sort donated items that will be given away
- Set-up of tables, chairs and signs

**The Day of the Event**

Saturday, March 28<sup>th</sup> (8am – 5pm)

- Volunteers must be at least 18 yrs old
- Variety of assignments available
- Children under 18 years will not be permitted

Assignment Options (shifts begin at 8:00am on day of event unless indicated otherwise)

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Friday:

Donation Help: 3pm – 5pm Help with unloading vehicles and bringing in donations.

Set-Up: 5pm-8pm Set-Up, sorting, and organizing donations, giveaways, and tables.

Saturday

**Greeters:** (4-hr shifts or all day) Greet clients as they depart the bus and guide them to the Media building and hand them off to waiting volunteer. Create a welcoming, hospitable atmosphere.

*We will only need a few greeters this year.*

**Guides:** (4-hr shifts or all day) Support the clients from entrance to exit. Do the intake forms with them while waiting for food or while the client is eating or taking in the entertainment. This requires the most help and social service experience is helpful but not required. Guides are very important because they need to make sure that the client has taken advantage of the all the available services and received their gifts before leaving. *Most needed during the morning hours.* Guides will:

1. Meet the client at Intake, welcome them to the event, explain and obtain clients signed authorization for collecting information and take the client through a few structured questions to determine their needs.
2. Navigate the client from one service to the other service, either by escorting them or giving them directions. The goal is to have one guide per family/individual.

**Discharge:** (4-hr shifts or all day) The discharge area is the final stop to obtain any giveaway items. It is an opportunity to ensure that individuals seeking services obtain what they came for.

Discharge volunteers will:

1. Hand-out book bags, books, and other giveaways to clients
2. Collect feedback surveys on the event

**Training:** Training is required for all Saturday volunteers. Please see Training Dates and Locations information that will be posted on website no later than January 30, 2009.

Register online at [www.volunteerannearundel.org/AACHRD.html](http://www.volunteerannearundel.org/AACHRD.html)

Questions? Contact Keli Sobers at 410-269-4498 or [ksobers@dhr.state.md.us](mailto:ksobers@dhr.state.md.us)

**NOTE: Volunteers should not bring children under the age of 18 years of age on the day of the event.**