



Room in the Inn Shoals Intake Center Volunteering
Our Intake Center is located at:
602 Veterans Drive, Florence

Basic Information:

- Our 2019/2020 season this year is from November 1st through March 21st.
- All volunteers must attend a training and complete a 2019/2020 Volunteer Application before signing up for a shift. We will have a least one training per month, more if needed.
- You can choose the days you wish to volunteer; each day we will need 5 volunteers. You will always be volunteering with a team of 6 others. The volunteer shift is 3:45 – 6:15pm. We operate 7 days a week, including holidays.
- Volunteers will choose their own dates via www.signup.com once they have completed training.
- Some special days require a few extra volunteers. Occasionally we extend our hours for special times such as holidays, extremely cold weather, etc. You will be notified about these in advance.
- Volunteers must be at least 16 years old to volunteer; if under 18, they must be with a guardian.
- Community service hours are available. If needed, just let the intake director know.

Qualities needed in a RITI volunteer:

- Smiling, happy faces. It is all about WE, not “us and them”
- Ability to interact comfortably with others, including other volunteers.
- Flexibility: Each night is unique at the intake center – volunteers need to be able to adapt to changing circumstances, changes in some rules and policies as the situation calls for.
- Listening skills and the ability to not try and “fix” things.
- Ability to stay calm and diplomatic in circumstances as needed.
- Confidentiality
- An understanding of the policies and procedures of RITI – including the what and the why. These will be explained further during volunteer training.

Tasks requested of a RITI volunteer:

- The volunteer shift is 3:45 – 6:15pm. You will need to be at the Intake Center no later than 3:45pm
- You will work together in a team, splitting up the tasks for the night. Some may make coffee and snacks, pass out supplies, help guests with their storage bins, help with the sign-in process or whatever else is needed. Each volunteer will have a task and you will work as a team, under the guidance of the Intake Lead Director.
- Our doors open at 4pm and we begin the check-in process then.
- The host church picks up the guests between 5:45 and 6pm and then the volunteers clean up the center and leave around 6:15pm.
- Each night at intake can be different. Some nights we pass out supplies, some nights we have a volunteer medical staff member who helps guests, some nights we watch TV or movies, some nights a guest may need help with a job application, or computer help.
- The main goal of the night is to provide kindness, a listening ear, and make our guests feel seen and heard and to get them ready for their night of shelter at the host church.