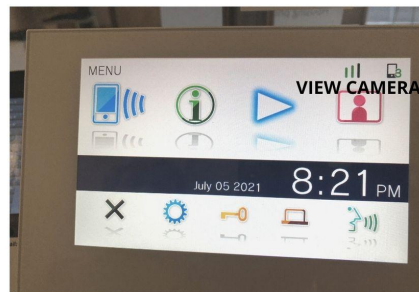
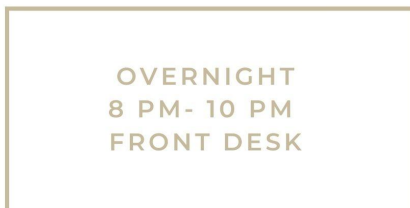


OVERNIGHT HOST TRAINING

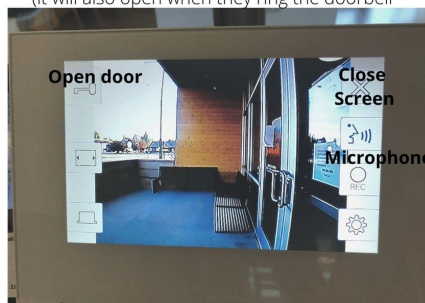
YWCA Awake-overnight staff is in charge to deal with security and answer questions. They can be reached at **406-550-3855**. Family Promise overnight host is available in case the overnight staff needs assistance.

LOCATION: Park in the parking lot on the east side of the building in a volunteer space. Come in the front door (orange door) and ask for Family Promise Director or a Coordinator.

- Arrive at 8 pm - bring your own bedding and towels- bed provided.
- Ring doorbell (grey box by front door to be let in.)
- Check in with Coordinator or Director - get key fob from the side of the file cabinet in the Director's office and Family housing Resident roster from Director's office and put your belongings in your room which is labeled the Quiet room.
- 8-10 pm Return to front desk- sit at front desk and let guests in when they arrive and ring the doorbell- use the screen to talk to the guest and to open the door



Click camera to see who is there
(it will also open when they ring the doorbell)



1. Push microphone- ask name and room number
2. Push Key to open door
3. Push X to close screen

- On the monitor tab screen to turn on
- Tab the face that is talking
- Ask them their name and room number - confirm with notebook
- If you have any questions or concerns- call the overnight staff at **406-550-3855**.
- 10 pm - return notebook to Director's office and head to bed

- 10 pm-7 am go to sleep in your room.
- If you are using the Quiet Room to sleep, your bathroom is at the end of the hall - past room 233) in the overflow area. Be sure to take your keyfob with you as you will need it to get back into the Family Housing Center area and back to your room.
 - There are several options to sleep- the one couch folds down, there is a mattress you can put on the floor or on the couch or you can use the airbed.
- 7 am Get up. Return the key fob to the Director's office and be on your way!

THANK YOU FOR YOUR SERVICE