

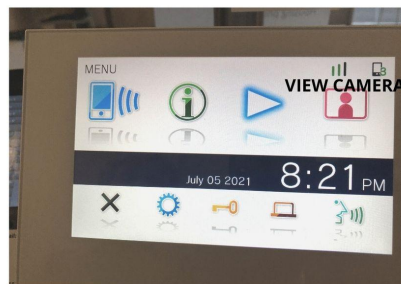
EVENING HOST JOB DESCRIPTION

YWCA Awake-overnight staff is in charge of security and answering questions. They can be reached at **406-550-3855**. Family Promise Evening Host provides front desk security 8-10PM.

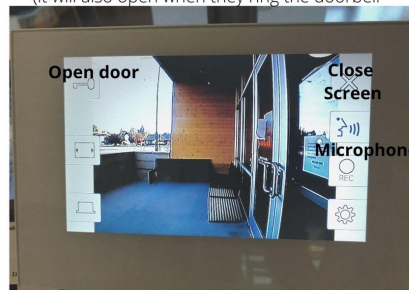
LOCATION: Park in the parking lot on the east side of the building in any of the spaces available. Come in the front door (orange door) and ask for Family Promise Director or a Coordinator. (tell them you are the Family Promise evening host)

- Arrive at 8 pm.
- Ring doorbell (gray box by front door to be let in).
- Get the key fob from the side of the file cabinet in the Director’s office and the white Family Housing Resident notebook from the YW staff in the office.
- 8-10 pm Return to front desk- sit at front desk and let guests in when they arrive and ring the doorbell- use the white computer screen to talk to the guest and to open the door after checking the roster.

OVERNIGHT
8 PM- 10 PM
FRONT DESK



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, tap screen to turn on
- Tap the face icon that is talking
- Ask the person at the door their name and room number - confirm with roster list in white binder.
- If you have any questions or concerns- call the overnight staff at **406-550-3855**. **They will come to the front desk and deal with the issue.**
- 10 pm - return notebook and the keyfob to the Director’s office. Let the YW staff know you are leaving. Be on your way.

THANK YOU FOR YOUR SERVICE

WIFI PASSWORD: