

PROJECT DESCRIPTIONS & SERVICE AMBASSADOR RESPONSIBILITIES
FOR THE GDOS (ATLANTA MISSION PROJECTS)

The Shepherd's Inn (TSI)

- Volunteer Check in (Chapel) – Direct volunteers to check their names off registration list; ensure liability release form has been signed; direct service ambassadors to supply check-out area
- Parking Lot Attendants – Assist orderly parking of volunteers' cars in lot across street from TSI; direct volunteers to enter TSI campus via designated gate; volunteers should bring flashlights
- TSI Gate Attendant – Monitor access to the TSI campus, allowing only Crawford volunteers entry via designated gate
- Volunteer breakfast (Chapel) – Order/Pick-up coffee; set up breakfast area; assist volunteer service; clean up
- Supply Coordination (Office across from Chapel) – Distribute requested supplies to service ambassadors; check-in supplies at conclusion of service day (starting at 11:00 until all supplies returned)
- Urban Garden – Prepare garden beds for fall planting and provide general landscaping such as trash pick-up, weeding, etc. If time permits, weeding beds in TSI courtyard area. Volunteers should bring gardening gloves and are encouraged to bring their own tools (shovels, rakes, hoes, etc.) Bags of soil will be provided by TSI for spreading; no planting. (TSI will provide list of available tools; additional tool needs to be provide by volunteers or rented from Atlanta Tool Bank)
- Transportation – Shuttle volunteers from TSI parking area to MSH drop off/pick up areas throughout volunteer day; as needed. Pick up Crawford vehicle keys from Donna Fields on Friday, Oct. 3 at 10:00 a.m; return vehicle to Crawford parking lot at end of event day, clean and re-fill gas. Provide Crawford reimbursement form for gas and keys to Donna.
- TSI: Clean Dorms (Teams 1 & 2) (First and 2nd floors) – Cleaning mattresses, bed frames, wash windows, make beds in overnight shelter dorm rooms (10 rooms); team will clean/prep one room then move together to next room (est. 15-20 minutes/per room); upon arrival, beds will already be stripped, clean linen bundle per room available in Laundry Room. (TSI has mops/buckets)
- TSI: Meal Service/Fellowship/Cleanup – (Kitchen, cafeteria) – Aid kitchen staff in preparing lunch for program clients; clean and organize pantry; clean kitchen equipment, restroom areas, etc. during (long-term) client lunch service 11:30-12:00, designated male volunteers should fellowship with clients, share conversation. After client lunch service, volunteers should clean up cafeteria area, wipe down tables, mop, etc. (TSI has mops/buckets)
- TSI: Interior Hallway Paint (2nd floor/outside dorms) – Paint hallway walls, clean up. (paint & mineral spirits to be supplied by TSI)
- TSI: Hospital Art (Cafeteria) – Led by Hospital Art staff, volunteers will paint wall art for placement in hospitals around the U.S.; clean up. (Paint & supplies provided by Hospital Art)

My Sister's House (MSH) – Volunteers should use restrooms on the Shelter side of the facility

- MSH: Landscaping/Clean up (area outside MSH, parking lot and neighboring church lot across street from MSH) – clear debris/trash pickup, cut grass, weeding, cleaning garden beds, trim shrubs, raking, blow walkways; stain 10 picnic tables (opt)
- MSH: Meal service/fellowship/clean up (MSH Cafeteria) – another group is providing client lunch that day, but Crawford volunteers will decorate cafeteria tables for 12:30 lunch service, fellowship with clients, clean up
- MSH: Window Cleaning (Atrium and PDP Hallway) – clean inside and outside windows (TSI prefers use of extender versus ladders when cleaning upper window areas)
- MSH: Classroom Cleaning/Organization (Classrooms 1, 2, 3) – removal of items, wipe down shelves, tables, chairs, clean windows, dusting, replace/organize items, mop
- MSH: Childcare Rooms (Rooms 1 – 6) – Deep clean, wipe down toys, tables, chairs, changing tables, mop, clean windows
- MSH: TV Room – Clean, dust, vacuum, clean windows
- MSH: Arts & Crafts (Atrium area/patio area) – Volunteers will interface with resident mothers and their children (ages infant – 15; mostly elementary and middle school ages, few teens); arts and craft projects, make fall decorations and decorate windows/walls. Leave atrium area clean after projects.
- MSH: Laundry Room Cleanup (one upstairs/ one downstairs – PDP and Shelter Areas) – Sweep, clean behind laundry machines, mop and wipe down machinery, tables
- MSH: PDP Mailboxes (PDP Area outside 28 dorm rooms) – Empty mailboxes, Clean, wipe out; paper shredding in MSH office