

EVENING HOST JOB DESCRIPTION

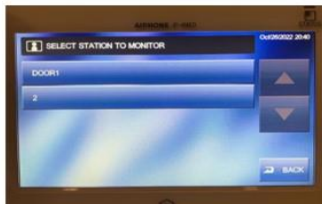
YWCA Awake-overnight staff is in charge of security and answering questions. They can be reached at **406-550-3855**. Family Promise Evening Host provides front desk security 8-10PM.

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 Family Housing **Resident Notebook and key fob on lanyard from the Y staff** in the Housing Hub
- € 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.



1. Tap the screen to turn the monitor on.
2. May need to tap MONITOR



3. Tap DOOR1



4. Tap the **TALK** Button
5. Use the Monitor handset to talk to the resident and ask their name and room number. Confirm with roster list
6. Press the **1** button to unlock the door

- 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.**
- **WIFI Password: YWCA GUEST. Password: YWCA-Help21**
- € 10 pm - return notebook and the keyfob to the YWCA Housing office. Let the YW staff know you are leaving. Be on your way. **THANK YOU FOR YOUR SERVICE**