



Quaker Open Christmas 2009
Union Chapel, Islington, London
23rd to 30th December

Quaker Open Christmas Job Descriptions:

HELPER FOR THE PILION TRUST

The people working for the Pilion Trust will see as many of our guests as possible during the Evening Shift. Your job is to help identify which guests are going to have an appointment, then to escort them to the appointment. The Pilion Trust worker may wish you to stay nearby during the appointment.

The appointments are held in the Briefing Room upstairs. The guests may be otherwise occupied downstairs in the Common Room.

Times:

- 3:pm The Pilion Trust Worker, supervised by Savvas Panas or Adele Adams (or one of them) should arrive and be ready to have appointments now
- 6:pm Dinner: Everyone eats at the Same Time – including you!
- 10:pm End of Shift, appointments must conclude by now. If you are still working on something for a guest (such as admission to detox), please hand it over to the next shift or explain to the new Shift Leader that you staying on to see it through.

Some things to be aware of:

- Some Guests may not be allowed in the project unless they agree to have an appointment with the Pilion Trust (this would be due to earlier exclusion from project). Please communicate with the Shift Leader and make sure that they are on your list.
- Check the evening schedule to see if there are any special events that will coincide with the appointments.
- Guests may also have tickets to take showers or visit the clothes store, or have an appointment with the doctor or nurse. Please make sure the appointments fit together, so that there is no added stress on the Guest.

Tools You Will Need:

1. There is a Reporters Notebook and pens in the Shift Leaders Office for you to keep track of the people who are waiting for appointments.

The purpose of each QOC Job Description is to help the entire Project run smoothly by ensuring that each job is assigned to a responsible volunteer. As long as the jobs are fulfilled, the roles can then be interpreted somewhat flexibly.