Adopt-a-Block Positions Descriptions

Core Leader (1 to 2 people max per Adopt-a-Block)
- Manage, train and coordinate all volunteer activities.
- Step in when positions are not filled.
- Work with Deputy Director if problems arise.
- Fill out weekly and quarterly reports in Survey Monkey.
- Meet with Core Leadership team once a month.
- Work with volunteers to fill out the appropriate SSDC paperwork.
- Manage food distribution.

Food Prep Team (3 to 10 people max per Adopt-a-Block)
- Assemble food to distribute.
- Prep, organize and clean kitchen.
- Work with Core Leader to bring foods that are needed.

Outreach Team (2 to 10 people max per Adopt-a-Block)
- Knock on doors (or visit homeless camps) of individuals in the specified community and distribute food and/or other items when necessary.
- Develop relationships with individuals in the community.
    - Relationships are key, not a time to preach.
    - Get to know them, what do they like, dislike, what do they do for a living, do they have family, are there things they need prayer for, etc?
- When opportunities arise pray with those you are speaking with.
- Send qualitative stories to Core Leader.
- Work with Core Leader to determine what kind of assistance the SSDC can provide or places to refer families to.

Community Outreach Workers (community members that are being mentored to be leaders)
- Recruit and encourage others in their community.
- Take the lead at the adopt-a-block :
    - Introduce SSDC Outreach Team to others within their community.
    - Assist with distributing food to their community.

(Community Outreach Workers will receive a gift card every month they take on a leadership role for over 50% of the Adopt-a-Blocks for that month)

Adopt-a-Block Weekly Schedule

Auburn

Time	Event	Lead
9:00am	Set Up for 120-140 lunches	Core Leader
10:30am	Prayer, announcements, instructions for new volunteers	Core Leader
10:45am	Clean Up	Food Prep Team
11:00am – 12:30am	Go to adopt-a-block	
12:30pm-1:00pm	Team Debrief	

Federal Way

Time	Event	Lead
8:00am	Pick up food from SSDC	Core Leader
9:00am	Set Up for 120-140 lunches	Core Leader
10:30am	Prayer, announcements, instructions for new volunteers	Core Leader
10:45am	Clean Up	Food Prep Team
11:00am – 12:30am	**Visit Motels**: Ridgecrest, Stevenson, New Horizon with 2-3 leaders currently Karrie Jackson, Sue Graves, Denise Roberts Camps, Bible Fellowship, 312th by Dollar Tree, side of roads, and just past 260th with 2-3 leaders currently Yasmina Avila, Debbie Kallio, Roy Andresen	
12:30pm-1:00pm	Team Debrief	

Adopt-a-Block Overview
1. We use the map to help with orientation of new volunteers, as well as dividing up the groups into teams.
2. We give teams a street or side of the street they are responsible for and give the team leader one map.
3. We then have the team leader or his delegate record the information as we go. So, the debriefing session at the end is manageable, timely and can just be testimonies or any major issues.
4. We have them turn all the maps into the onsite leader so we can use them with our reporting and updating the maps.

5. We do not identify the neighborhood by name or address and we keep the information on it general just in case a map is lost.

6. We list a meeting location on the map for the debrief. It also serves as our emergency regroup and late arrival spot. There is a spot for the onsite leaders contact number.

7. It serves as an awesome prayer list!