



## MIGRATION AND REFUGEE SERVICES VOLUNTEER OPPORTUNITIES

**CONVERSATION PARTNER** - At least once a week; 6 month commitment. Some refugees have a basic knowledge of English and need to build their confidence and conversation skills. This volunteer position helps a refugee navigate his or her local community (i.e., taking a bus, finding local resources, and making informational phone calls). Relationship-based learning can increase a refugee's self-confidence and even ward off depression and anxiety. Location: in the client's home, or in an agreed upon public location.

**DONATION SORTING** - Periodically, we have a need to organize our donations. If you are only available to help every now and then, this might be the position for you! You can also get a group together for a morning or afternoon of sorting and organizing. Sometimes there is even an opportunity to assist in setting up a new home for incoming refugees!

**ENGLISH TUTOR - ADULT** - At least once a week; 6 month commitment. English tutors work with adult refugees who may have varying levels of English. Some refugees are starting with basic literacy, while others need help with grammar, reading, and writing. Most clients need to learn basic survival English that will help with daily activities (i.e., food shopping, going to the doctor or hospital, filling out applications, applying for a library card, etc.) . We encourage " real life lessons" that include hands-on activities. Location: in the client's home, or in an agreed upon public location.

**ENGLISH TUTOR AND YOUTH MENTOR** - At least once a week; 6 month commitment. Similar to the English Tutor for Adults, works with children and teens to increase English ability and help with other homework and school needs. Can also serve as a mentor to help youth experience events and opportunities in the local community. Assistance can also include helping a college-bound youth with applications, etc. Tutor or Mentor meets in client's home or agreed upon public location 1-3 times a week depending on the schedule of the client and volunteer.

**OFFICE ASSISTANT** - Our office operates 9am-5pm Monday-Friday. There are opportunities to help with clerical work or small projects at any of our five offices: Arlington (Main Office), Alexandria, Annandale, Manassas, and Fredericksburg.

**REFUGEE COMPANION** - New refugee families often need assistance with various tasks (i.e., learning bus and metro routes, completing paperwork, studying for a driver's permit test, sorting through mail, understanding the school calendar and holidays, learning how to leave in formational messages). Location: in the client's home, or in an agreed upon public location as often as needed (usually more in the beginning and less as time goes on and the family is self-sufficient).

**RESUME HELPER and JOB APPLICATION HELP** - Almost all of our clients are looking for jobs or better jobs. Many have significant work experience in their home countries and need help translating this in a way that will appeal to an American employer. Resume helpers meet one-on-one with a refugee client to compose or revise a resume that can be used for his or her current job search. Clients often need assistance completing online job applications as well. Resume work can be done in one of our offices during normal business hours or in the client's home, if they have a computer available.

**SPECIAL EVENTS** - Periodically, CCDA-MRS will have larger events requiring assistance with planning and implementation. These events only require a short-term commitment. Some events are monthly while others occur annually. Check with the volunteer contact to see what is coming up soon! Special events usually take place either at one of our offices, or a predetermined location in the community.

**TRANSLATION AND INTERPRETATION** - If you are able to speak an additional language fluently, we may be able to utilize your ability in assisting with translating various documents or helping families with interpretation. Check with us to see what our current language needs are and how you may be able to help. This opportunity can be a one-time or ongoing commitment, depending on the language and availability of the volunteer. It is preferable for an interpretation volunteer to be available during normal business hours. Location: in the client's home, or in an agreed upon location. Translation of office documents can be emailed to the volunteer contact from any location.

**HOUSING ASSISTANCE** - MRS is always looking for affordable housing to house new arrivals. If you have knowledge of areas of affordable housing, or know someone who owns an apartment building who would be willing to rent to refugees, or anyone who can provide advice on how to find affordable housing, please pass that information to the volunteer coordinator at MRS.

**TRANSPORTATION ASSISTANCE** - Help drive clients from their apartments to training sessions at Catholic Charities, medical appointments, or job interviews. Could use personal vehicle or an MRS vehicle. Please note that MRS is working with Catholic Charities Risk Assessment personal to work out liability concerns.

**EMPLOYMENT ASSISTANCE** - MRS is looking for assistance from anyone who has business connections or network of people who know about of companies/businesses that have openings and would be willing hire refugees. (This is in addition to the **Resume and Job Application Helper**)

**MRS VEHICLE MANAGER** - This position would involve monitoring and maintaining records for fleet of 6 or 7 MRS vehicles. Would involve making sure the vehicles are serviced regularly, that state inspections and registrations are up to date, that the vehicles are generally well maintained, so they are always ready for use by MRS personnel.

**OTHER** -If your interest is not represented here or you have a special project that you would like to suggest, feel free to speak to our staff about making it happen. In the past, we have had volunteers teach computer classes, citizenship classes, lead workshops for tutors, teach art classes, and move furniture!

### **HOW TO VOLUNTEER**

If you are interested in volunteering, please complete the online registration application. You will be contacted to learn more about your interest and availability. Volunteers must successfully pass a background check. You will also be asked to complete a fingerprint card that can be processed at your local police station/sheriff's office. Working with children also requires completing a child protection training.

*To learn more about volunteer opportunities and becoming a volunteer, please contact Beth Fitzpatrick at: [bfitz@ccda.net](mailto:bfitz@ccda.net) or 703/ 778-9128.*

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