



Volunteer Job Description – Intern or Practicum Student

Job Title: Donation Room Assistant

Objective: Assist in making packages for newly arrived refugees with donated items.

Department: Administration

Location: International Institute

Time commitment: Flexible

Responsibilities:

Work with Institute staff to organize donations for newly arrived refugees. Arrange new arrival packets of donated items; record all items on contact summary and from time to time deliver items to newly arrived families. Assemble hygiene packets for newly arrived families. Maintain organization of donated items. Use the computer to track incoming donations and outgoing donations. If time permits, open the room to newly arrived refugees and assist in distributing donations.

Qualifications:

Ability to organize, communicate effectively, and collaborate with others

Training Requirements:

Training provided by Institute

Benefits to Volunteer:

Develop relationships with Institute staff and newly arrived refugees.