



Semester/Year: 2012

Number of Open Positions: Varies

Volunteer Job Description – Intern or Practicum Student

Job Title: **Resettlement Intern**

Objective: Assist new arrivals in the resettlement process.

Department: Client Services

Volunteer Supervisor: Kathy Tucker/Anna Hall/Ariel Burgess

Location: International Institute – 3654 S Grand Blvd St. Louis MO 63118

Time commitment: Flexible- M-F between the hours of 8a-5p

Responsibilities: Assist with one or some of the following:

- Accompany clients on public transportation to teach them how to use the bus/metro system to get to medical appointments or employment.
- Work one-on-one to teach clients how to schedule their own medical appointments.
- Assist bi-lingual case specialists on an as needed basis with higher level English speaking clients.
- Teach clients in small groups various life skills such as how to use Laundromat, open a bank account, and do general cleaning of their home.

Qualifications: Interest and ability to work with new arrivals. Understanding or willingness to learn how to use public transportation system in St. Louis. Ability to come on a regular basis and have a consistent schedule.

Training Requirements: Training conducted at Institute

Benefits to Volunteer: Opportunity to use your expertise and knowledge to improve the lives of new Americans. Opportunity to work with diverse clients of various countries, languages, and ethnicities.