



## **Volunteer Job Description – Intern or Practicum Student**

**Job Title:** IDA Program Assistant

**Objective:** To support individual clients in their IDA accounts before September 2010.

**Department:** Economic Development

**Location:** International Institute

**Time commitment:** 20 or more hours per week

**Responsibilities:** Contacting current IDA clients. Assessing the client's savings, classes, and asset research status. Informing all IDA clients about the close out date for their accounts and the IDA program. Student may do some basic financial education and/or credit counseling.

**Qualifications:** Prefer to have a basic level of knowledge about IDA programs. Willingness and interest to work one-on-one with Immigrant clients.

**Training Requirements:** One-on-one training with staff about the policies and procedures of the IDA program, with special attention to the spending requirements. The one-on-one training will also be on going per each client's circumstance.

**Benefits to Volunteer:** Experience working one-on-one with the immigrant population. Learning other cultures from around the work and supporting St. Louis Metropolitan area by helping clients invest in the community.