



INTERNATIONAL RESCUE COMMITTEE

3516 Eastern Avenue, Baltimore, MD 21224

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VOLUNTEER POSITIONS

BACKGROUND:

Founded in 1933, the International Rescue Committee is a leading, non-sectarian, non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services, and advocacy for refugees and victims of oppression or violent conflict. Domestically, our 23 offices across the country ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency through English language classes, job training and placement services, and community participation activities. The IRC Headquarters' Resettlement Department in New York provides guidance and oversight for the domestic offices.

VOLUNTEERING:

We are excited that you are interested in volunteering with us! Many refugees find their first few months in the U.S. to be a very challenging experience, having to learn English, find a job and adjust to a new life simultaneously. Your dedication to assisting our refugees in learning about the U.S., improving their English skills and encouraging them to become self-sufficient is greatly appreciated by our clients and our staff at the IRC. The following pages contain the different volunteer opportunities that are currently available, including teaching English to refugees, helping families to adapt to life in the U.S., and working directly with IRC Staff/Case Managers to service our clients.

To ensure that refugees gain the full benefits of your service, we require that our volunteers be:

- Reliable and flexible.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to learn about cross-cultural communication and ethnic backgrounds of clients.
- Willing to adhere to IRC volunteer and workplace policies.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred, but not required.

If you are interested in volunteering with the IRC, please fill out a volunteer application and indicate the position(s) that you are interested in. If you have any questions, contact the Volunteer Coordinator.

Volunteer Coordinator: Jessica Li

Phone Number: (410) 558-3177

E-mail: jessica.li@theirc.org

*Please note that we are able to provide documentation of volunteer hours, if needed.

VOLUNTEER POSITIONS

1. RESETTLEMENT SHOP VOLUNTEER

PURPOSE: The Resettlement Shop is located in the Baltimore Resettlement Center and serves as a resource for clients' basic necessities. Through donations of goods such as home items, clothing and furniture, refugees are able to obtain some of the necessities that they need, for free. The Resettlement Shop is entirely staffed by volunteers and operates from 11:00am-2:00pm, Tuesdays through Thursdays.

LOCATION: The Resettlement Shop is at the Baltimore Resettlement Center, at 3516 Eastern Avenue.

ESSENTIAL POSITION FUNCTIONS:

- Assist clients in obtaining the goods that they need.
- Organize items in the shop.
- Record items taken by clients into the Resettlement Shop Database for the federal Match Grant program.
- Management positions may be available.

QUALIFICATIONS:

- Committed, reliable and flexible.
- Ability to set a specific volunteer schedule per week.

TIME COMMITMENT: At least 1 shift (11:00am-2:00pm) per week.

2. RESETTLEMENT SERVICES SUPPORT VOLUNTEER

PURPOSE: The Resettlement Services Support Volunteer works closely with IRC staff on projects and other duties, as assigned. Projects and assignments may include updating information on the database, working on the IRC Baltimore newsletter, assisting the IRC Case Management Team with clients, helping staff the Resettlement Shop and setting up appointments at medical clinics for clients.

LOCATION: Volunteers will work at the Baltimore Resettlement Center, at 3516 Eastern Avenue.

ESSENTIAL POSITION FUNCTIONS:

- Assisting the Case Management Team with clients.
- Working on the IRC Baltimore newsletter.
- Contacting service agencies for clients.
- Work with IRC staff as needed; other related duties as assigned.

QUALIFICATIONS:

- Committed, reliable and flexible.
- Ability to set a specific volunteer schedule per week.

TIME COMMITMENT: At least 4 hours per week, during business hours, Mondays through Fridays, between 9:00am-5:00pm.

3. ACCULTURATION FAMILY MENTOR

PURPOSE: The Family Mentor will provide support to refugee families by helping them adapt to life in the U.S. This position will assist with practical needs and make referrals to appropriate community resources. Family Mentors provide friendly encouragement as refugees become familiar with American and local customs.

LOCATION: Family Mentors usually go to the client's home. Sometimes, Family Mentors may take refugee families to recreational areas, grocery stores and service agencies.

ESSENTIAL POSITION FUNCTIONS:

- Assist refugee families with becoming familiar with the local community, including transportation systems, grocery stores, restaurants, and recreational areas.
- Assist refugee families with managing household affairs and errands.
- Assist refugee families with any special needs; coordinate when needed with IRC staff.
- Practice English and language skills with refugee families.

QUALIFICATIONS:

- Willingness to learn about the family and interact with them on a regular basis.
- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
- Eagerness to learn about new cultures and ethnic backgrounds of clients.
- Willingness to communicate frequently with IRC Case Managers and staff about clients' needs.

TIME COMMITMENT: 2-3 hours per week, for at least 3 months. Family Mentors set up individual meetings with the family, based on their and the family's schedules. This meeting can take place in the mornings, afternoons, evenings or on weekends.

4. ENGLISH AS A SECOND LANGUAGE (ESL) TUTOR

PURPOSE: To assist refugees in learning English language skills. ESL tutors work one-on-one with clients to improve their English skills.

LOCATION: The volunteer can work one-on-one with a client at the client's home, at a local library, or any other public meeting facility.

ESSENTIAL POSITION FUNCTIONS:

- Assist with group English language instruction and individual tutoring.
- Model correct English usage for students.
- Help create supplemental teaching materials and activities.

QUALIFICATIONS:

- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
- Patience and enthusiasm in teaching others.
- Ability to take direction and work in a group setting.
- Previous English teaching experience preferred, but not required.

TIME COMMITMENT: 2 hours per week. Volunteer opportunities are available on weekday mornings, afternoons, evenings, and also on weekends.

5. HOPE PROJECT FOR YOUTH TUTOR

PURPOSE: To assist refugee youth in learning English and assisting them with homework.

LOCATION: Volunteers tutor at the Moravia Park after-school program site, located at 6201 Frankford Avenue, Baltimore, MD.

ESSENTIAL POSITION FUNCTIONS:

- Assist refugee youth with English, homework, reading, writing, math, games, sports, arts & crafts and music.
- Model correct English usage for students.

QUALIFICATIONS:

- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
- Patience and enthusiasm in teaching others.
- Should enjoy working with children and be responsible, open-minded and respectful.

TIME COMMITMENT: The Refugee Youth Project after-school program runs Mondays through Fridays, from 3:30pm-6:00pm. Volunteers are asked to commit to volunteering at least 1 afternoon per week. Volunteer schedule can be flexible: part-time and certain days only are fine.

6. REPRODUCTIVE HEALTH VOLUNTEERS

PURPOSE: To provide women in the refugee community with information about reproductive health.

LOCATION: The volunteer works on-site at the Baltimore Resettlement Center, but research can be conducted at home.

ESSENTIAL POSITION FUNCTIONS:

- Keep a running list of the pregnant women in the refugee and asylee community
- Help women get set up with outside referral services such as birth readiness classes, tours of the hospitals where they will deliver, lead info sessions related to health during pregnancy and referrals to birth companions.
- Will lead information sessions about birth control, personal hygiene and reproductive health with groups through the after-school and teen mentoring programs
- Keep the client's case manager updated about the client's needs and progress every 2 weeks

QUALIFICATIONS:

- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
- Willingness to communicate frequently with IRC Case Managers and staff about clients' needs.
- Patience and enthusiasm in teaching others.
- Ability to be a self-starter, take direction and work in a group setting.

7. HOME HYGIENE VOLUNTEERS

PURPOSE: To provide refugees with information about home hygiene, housekeeping and home safety.

LOCATION: The volunteer works at the refugee's home.

ESSENTIAL POSITION FUNCTIONS:

- Use the home hygiene kits and pamphlets developed by previous JHUSON students to present and reinforce home hygiene teaching lessons, including but not limited to food storage, healthy cleaning in the kitchen and bathroom, replacing batteries in smoke detectors and testing them and other topics.

QUALIFICATIONS:

- Ability to communicate clearly and effectively in English; additional fluency in a refugee language preferred.
- Willingness to communicate frequently with IRC Case Managers and staff about clients' needs.
- Patience and enthusiasm in teaching others.