

VOLUNTEER POSITION DESCRIPTION

| |
|--|
| POSITION TITLE: Family to Family |
| PURPOSE: Integration into the workplace and day to day life. |
| DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• One on one contact with immigrant families in the community• As needed to familiarize new comer family to the city• Assist with accommodation search• Include family in Jewish culture events• Initially assist in daily routine• Attend parent/teacher conferences |
| TIME REQUIREMENTS: <ul style="list-style-type: none">• flexible• Availability during the daytime/evenings and/or on weekends |
| SKILLS AND QUALIFICATIONS: <ul style="list-style-type: none">• Multilanguage skills an asset• Interest in working with immigrants• Knowledge of Shabbat and Cultural events• Valid Drivers license and access to a vehicle |
| TRAINING: <ul style="list-style-type: none">• Volunteers will be oriented to the agency and will receive training relevant to the position.• Ongoing support provided |
| ACCOUNTABILITY You will be responsible to the Resettlement Coordinator |
| EXPECTATIONS: <ul style="list-style-type: none">• All volunteers are asked to:• Abide by JFSC policies & procedures• To attend orientation and training workshops as necessary• To participate in evaluations• To maintain confidentiality |
| BENEFITS: <ul style="list-style-type: none">• Receive continuing education regarding immigrants and their issues• Work record of hours for job references.• Social events and volunteer recognition• Career exploration |
| OTHER: <ul style="list-style-type: none">• A drivers abstract will be required• Security checks |
| For further information call Karen Greenberg, 287-3510 |