

Refugee Arrival Preparation Workers



Provide a warm welcome to an arriving refugee family by helping to prepare their first home in Minnesota. This may include cleaning the apartment, arranging household items and/or furniture, checking for repairs, and greeting the family at the airport. This could be a one-time or ongoing opportunity for a small group or family new to working with refugees or with limited availability during normal 'office hours'.

Job Description

Responsibilities:

- Communicate with designated WRM staff member to arrange key pick up and discuss other logistics before arrival preparation begins.
- Ensure the apartment is thoroughly cleaned (some apartments come cleaner than others). Volunteers are responsible for bringing their own cleaning supplies.
- If something in the apartment is broken or not working properly, communicate this to a WRM staff member.
- Arrange the Welcome Kit items as you see fit. This may include: making beds, hanging a shower curtain, finding appropriate places for kitchen items, etc.
- Optional: Help case managers transport Welcome Kit items to the apartment.
- Optional: Volunteers who assist with arrival preparation will also have the opportunity to meet the refugee family at the airport upon arrival. Volunteer may accompany the family home from the airport as well.

Qualifications:

- Willingness and ability to work within the structure of WRM's mission, policies, and procedures.
- Flexibility. Oftentimes, housing falls into place only a few days before the family's arrival; therefore, we cannot commit to an opportunity at a particular time and place too far in advance. We can, however, let you know a general time frame a couple weeks in advance and will work with you to accommodate your availability within that time frame.
- Comfortable being independent of WRM staff during arrival preparation sessions.

- Willingness to work in partnership with WRM Case Management Team and the WRM Community Engagement Coordinator to ensure best services for the client.
- Volunteers transporting Welcome Kit items or clients will need access to a vehicle (with a valid driver's license and proof of insurance).
- Volunteers who choose to meet a family at the airport must be culturally sensitive and patient, and have a sense of humor.

Benefits

- Contribute to a welcoming resettlement experience for a new refugee family.
- Celebrate the accomplishment of turning an ordinary apartment into someone's first home in Minnesota.
- This is a great opportunity for those who are new to working with refugees or are not yet comfortable communicating with individuals who have limited or no English skills. It is also a wonderful family or small group activity, as people of all ages and professions can make a significant contribution.

Time Commitment: Weekday and early evening opportunities. Weekend opportunities possible for established volunteers. This could be an ongoing or one-time volunteer opportunity.

Location: Arrival Preparation Team Volunteers may choose to assist families based in a particular city or county. Depending on the particular task, the volunteer may need to come to our office in Richfield before going to the family's apartment.

How do I become an Arrival Preparation Worker for a refugee family?

1. Complete the volunteer application and background check form. (Both can be found at the WRM website: <http://www.worldreliefmn.org>)
2. If you plan to spend any time with a refugee family, meet with the WRM Community Engagement Coordinator and attend a volunteer orientation.
3. Establish a plan with the Community Engagement Coordinator for ongoing communication about your availability and upcoming opportunities.
4. Report your hours to the Community Engagement Coordinator once a month using the Volunteer Activity Form.

Contact: For more information, please contact Katie Day, Community Engagement Coordinator, at 612-798-4332, or email us at m volunteers@wr.org.