

IRIS Volunteer Opportunities Spring/Summer/Fall 2019

Please note the following:

- Volunteer positions are UNPAID
- Applicants must be 17 years or older
- Applicants must be able to commit to a minimum of six months in their volunteer role
- Positions occur in the morning, afternoon, or evenings primarily Monday through Friday
- Speakers of these languages are strongly encouraged to apply: Dari, Farsi, Pashto, Arabic, Swahili, Kinyarwanda, Amharic or Tigrinya

Steps to becoming a volunteer:

- Complete the IRIS volunteer application online
- Email most recent CV or resume (format: Last name, First name Resume.pdf) to Volunteer Programs Specialist (volunteer@irisct.org)
- If selected, volunteers will be asked to complete an interview over the phone or at IRIS
- All volunteers will complete a background check and orientation to the organization

Click on a volunteer position below to find out more.

[Education and Wellness \(children and adult\)](#)

[Childcare Assistant \(Wellness Classes\)](#)

[ESOL co-teacher for Family Literacy](#)

[College & Career Readiness Youth Mentors](#)

[College & Career Readiness Youth Mentor/Driver](#)

[Women's Jewelry Class Teachers and Assistants \(Wellness Classes\)](#)

[Women's Sewing Teachers & Assistants \(Wellness Classes\)](#)

[Sewing Machine Repair Technician](#)

[Sewing Donations Sorting/Processing](#)

[Garden Club Volunteer](#)

[In-School Tutor](#)

[Infant & Toddler Childcare Assistant Family Literacy](#)

[Preschool Readiness Class Assistant Family Literacy](#)

[Preschool Readiness Special Class on Wednesday Family Literacy](#)

[Children's Summer Learning Program](#)

[Parent Educator Family Literacy](#)

[Family Literacy Community Navigator Intern](#)

[After School Enrichment Program for Music and the Arts](#)

Housing & Donations

[Donations Sorting/Processing](#)

[Food Pantry](#)

Case Management

[Earned Income Tax Credit Mentor](#)

[Citizenship Preparation Tutor](#)

[Citizenship and Civic Engagement Coordinator](#)

[Interpretation/Translation](#)

[Volunteer Interpreter](#)

CORE Cultural Orientation & Community Engagement

[CORE Class Driver](#)

[CORE Class Assistant](#)

[Development Volunteer](#)

Employment Services

[Employment Volunteer](#)

Education (children and adult)

Childcare Assistant (Wellness Classes)

Childcare Assistant (Wellness Classes)

- Number of positions available: 2-3
- English level required: beginner to fluent, Pashto/ Dari also very helpful
- Hours per week needed: 2.5-5 hours per week
 - Days/times preferred: Tuesdays 12-2:15 pm, Wednesdays 12-1pm, and/or Thursdays, 12-2:30 pm
- Commitment: 4 months
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
 - Requirements: No formal training is necessary. Basic understanding of children, child safety, and engagement in children's activities.
- Duties: Volunteers provide supervision of children, ensure cooperation and safety of children, engage in age appropriate and culturally sensitive activities with children, and work closely with other child-care providers. Because of childcare limitations, many refugee mothers cannot regularly attend classes. More child-care assistance makes it possible for more refugee women to come to our wellness classes! Please help mothers with young children attend sewing group, yoga, and health classes held in the afternoons by volunteering as a childcare assistant.

Women's Jewelry Making Class Teachers & Assistants (Wellness)

- Number of positions available: 1-2
- English level required: intermediate to fluent, Pashto/ Dari also very helpful
- Hours per week needed: 2.5 hrs per week
- Days/times preferred: (new class TBD, possibly Thursdays 12:15 pm - 2:15 pm)
- Commitment: 6 months
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- Requirements: Jewelry-making knowledge and a desire to teach refugee women the skill. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. Knowledge of how to make jewelry out of recycled materials (elegant button necklaces, etc.) a plus! We have limited materials, but will have enough beads, wire/ thread, and findings for a few classes.

- Duties: Volunteers will instruct women in the art of jewelry making. The women are greatly looking forward to jewelry making classes! Not available on Thursdays? We can work on finding a good time for the class. If you have the skills and are interested, please let us know!

Women's Sewing Teachers & Assistants

- Number of positions available: 1-2
- English level required: intermediate to fluent, Dari/Farsi also very helpful
- Hours per week needed: 2.5 hrs per week
- Days/times preferred: Tuesdays 12:15 pm - 2:15 pm
- Commitment: 6 months
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- Requirements: Sewing knowledge and a desire to teach refugee women the skill. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn.
- Duties: Women's sewing teachers help women set up their sewing machines and guide them in learning projects or improving their sewing skills in a safe community space. Assistants help organize the sewing materials and socialize with the women while in the group. May be asked to cut fabric for sewing projects. If you enjoy sewing, socializing, or organizing, sign up to volunteer with the Tuesday women's sewing group.

Sewing Machine Repair Technician (Wellness)

- Number of positions available: 1
- English level required: basic
- Hours per week needed: 1 hrs+ per week
- Days/times preferred: any M-F 9:00-5:00
- Commitment: 6 months
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- Requirements: Sewing machine repair knowledge and skills for mostly older machines
- Duties: Test, troubleshoot, and repair sewing machines that come through donations. We have some spare parts and repair tools. We keep some donated sewing machines for class use and donate all others to clients for in-home use. Before we give machines out, we must test them and make repairs as necessary. A sewing machine repair technician would test machines and make repairs as needed, if possible. The tech would also help maintain the donated machines used in Tuesday's sewing group. As needed, a tech could also help us recycle machines that are beyond repair. This is a much needed position at IRIS as machines are often

broken and there is a waiting list for in-home sewing machines. You can set your own volunteer schedule during our office hours.

[Sewing Donations Sorting/Processing](#)

- Number of positions available: 1
- English level required: basic
- Hours per week needed: 1 hrs+ per week
- Days/time preferred: can schedule around you, Monday-Thursday, 9:30AM to 4PM
- Commitment: 3 month minimum
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- Requirements: Ability to do some moderate lifting and moving. Those with a knack for organizing are always welcome!
- Duties: Sort, organize, and put away sewing donations (fabric, notions, etc.) for sewing group use. If tech savvy, create picture-text labels for sewing group to learn names of items. May be an increasing role of matching fabrics for class projects and creating project kits if interested.

[Garden Club Gardener \(Wellness\)](#)

- Number of positions available: 2-4
- English level required: communicative, Pashto/Dari/Farsi/Arabic/Kinyarwanda also helpful
- Hours per week needed: 2.5 hrs per week
- Days/times preferred: April 6 to mid-October
- Commitment: 6 months
- Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- Requirements: Ability to bend, lift, and participate in an outdoor gardening activity. Gardening knowledge and a desire to share skills with refugees. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. The desire to have fun, de-stress, and be social is a plus!
- Duties: Garden club volunteers cultivate a sense of community within our New Haven Land Trust community garden, participate in the activity of gardening with participants, and help participants take care of their garden plots. Garden club volunteers can also help plan activities in the garden such as a garden season kick-off party, garden picnic, and harvest celebration.

[In-School Tutor](#)

- Number of positions per semester: 4+

- English level required: Proficient to fluent
- Commitment: Full semester/4 month minimum
- Hours per week needed: Flexible
- Days/times preferred: Flexible between the hours of 9am and 3pm, Mondays through Fridays
- Supervisor: Dennis Wilson, Education and Advocacy Coordinator
- Duties: In school tutors provide academic support to students in grades K-12 in the New Haven Public Schools system. Tutors work with students inside and outside the classroom, individually and in small groups. Tutors work directly with educators, school staff, and IRIS staff to coordinate schedules and to help facilitate positive educational outcomes for students. In school tutors also work to bridge communication among schools, families and IRIS in regard to student needs and opportunities for growth.
- Requirements: Cross-cultural experience and volunteer or work experience with youth. Strong communication skills necessary.

Infant & Toddler Childcare Assistant (Family Literacy)

- ❖ Number of volunteer positions available: 5
- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 5-15
- ❖ Days/times preferred: One or more of the following days: Monday, Wednesday 9:30-1, Tuesday, Thursday, Friday 9:30-12
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Mother & Child English ESOL Program Manager
- ❖ Requirements: An energetic and nurturing disposition. Enjoy spending time with babies and toddlers. Basic understanding of child development, child safety, and activities. Ability to read a children's book. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn.
- ❖ Duties: On a team, supervise and monitor safety of babies and toddlers while their moms are attending an English class nearby. Help toddlers get accustomed to being away from their mothers and interacting with others. Provide a language-rich environment and engage in age-appropriate activities.

Preschool Readiness Class Assistant (Family Literacy)

- ❖ Number of volunteer positions available: 5

- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 5-15
- ❖ Days/times preferred: One or more of the following days: Monday, Wednesday 9:30-1, Tuesday, Thursday, Friday 9:30-12
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- ❖ Requirements: An energetic and nurturing disposition. Enjoy spending time with young children age 2-4. Basic understanding of child development, child safety, and activities. An understanding of the benefits of play or willingness to learn. Flexible and open to a program that balances structured and unstructured time. Ability to read a children's book in English. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. A readiness to have fun is necessary!
- ❖ Duties: On a team, supervise and monitor safety of young children age 2-4 while their moms are attending an English class nearby. Help children get accustomed to being away from their mothers and interacting with others. Provide a language-rich environment and engage in age-appropriate activities. Follow the daily 9:30-12:00 schedule of circle, hello song, interactive reading, art exploration, snack w/ read-aloud, free-play, music & movement, and goodbye song. Help the children and mothers participate in mother-child interactive literacy activities on Mondays from 12-1 and help with the extra class on Wednesdays from 12-1.

Preschool Readiness Special Class on Wednesday (Family Literacy)

- ❖ Number of volunteer positions available: 2
- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 1
- ❖ Days/times preferred: Wednesday 12-1
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- ❖ Requirements: An energetic and nurturing disposition. Enjoy spending time with young children age 2-4. Basic understanding of child development, child safety, and activities. An understanding of the benefits of play or willingness to learn. Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. A readiness to have fun is necessary!
- ❖ Duties: Engage children age 2-4 in a special activity on Wednesdays from 12-1pm while their moms participate in yoga and exercise class. Are you a kiddie gym teacher? A music teacher? This is a NEW class and is open to your suggestions.

Children's Summer Learning Program

- ❖ Number of positions per semester: 10-15
- ❖ English level required: Proficient to fluent
- ❖ Commitment: 3 months, to begin early June - August
- ❖ Hours per week needed: 4 – 25
- ❖ Days/times preferred: Monday through Friday, 8:30am – 1pm
- ❖ Supervisor: Tanya Kimball Genn and Dennis Wilson
- ❖ Requirements: Volunteers *must* have had prior teaching experience and have spent time working in a classroom with children. Classroom management experience is a must. Multi-cultural and culturally-responsive education background preferred. Cross cultural communication skills and ESOL teaching experience are a plus. We also hope to attract volunteers who identify with historically underrepresented groups who will be able to work alongside refugee and immigrant youth in navigating American school systems as young People of Color.
- ❖ Duties: Volunteers assist with the daily operation of a Summer Learning Program for 50-100 refugee students with varying levels of English proficiency. Volunteers and interns will help facilitate activities, teach lessons, organize games, and ensure a safe and enjoyable environment for the kids.
- ❖

Parent Educator (Family Literacy)

- ❖ Number of volunteer positions available: 1
- ❖ English level required: advanced to fluent
- ❖ Hours per week needed: 2-4
- ❖ Days/times preferred: Monday 12-1, or Thursday 12-1
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- ❖ Requirements: Knowledge of child development, parenting techniques, child safety, and activities. An understanding of the benefits of play. Ability to speak slowly and clearly in short, simple phrases (or willingness to learn ESL techniques). Cultural sensitivity and cross-cultural skills are a plus, or the desire to learn. Hold a degree or certificate in early childhood social work, parent education, family literacy, youth and family sciences, counseling, or a related field or be working toward your degree with coursework in child

development, family dynamics, parenting techniques, and/or counseling.

- ❖ Duties: In collaboration with the project manager, develop and teach workshops within the Family Literacy Program to assist mothers in understanding the development of their children and how to best help their children thrive through positive parenting. Workshop topics may include, but are not limited to, tummy time, separation anxiety, preparing for preschool, child safety, sleep, soothing, the power of play, and approaches to behavior management. There is also an opportunity to help the children and mothers participate in mother-child interactive literacy activities or to combine this role with another volunteer position within the Family Literacy Program. This is a new volunteer position with lots of potential for involvement!

Community Navigator (Family Literacy Program)

- ❖ Number of volunteer positions available: 2
- ❖ English level required: advanced to fluent
- ❖ Hours per week needed: 2.5-15
- ❖ Days/times preferred: One or more of the following days: M-F 9:30-12:00
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Mother & Child English ESOL Program Manager
- ❖ Requirements: Passionate about learning and teaching. Ability to speak clearly in context. Demonstrated ability to work effectively with people from other cultural backgrounds. Teaching experience preferred in ESOL/ Adult Ed./bicultural education/inter-cultural group facilitation. Phonics instruction is a huge plus! Proactive, reliable, and flexible to the needs of the program. Enjoy being around mothers and young children.
- ❖ Duties: Co-teach a beginner level English class to a group of mothers along with another teacher. Lesson plans and materials are provided, but there are opportunities to help with materials creation and lesson planning if interested.

ESOL co-teacher for Family Literacy

- ❖ Number of volunteer positions available: 5
- ❖ English level required: advanced to fluent
- ❖ Hours per week needed: 2.5-15
- ❖ Days/times preferred: One or more of the following days: M-F 9:30-12:00
- ❖ Commitment: 3 month minimum
- ❖ Supervisor: Jen FitzGerald, Wellness Programs Coordinator
- ❖ Requirements: Passionate about learning and teaching. Ability to speak clearly in an easy to understand manner. Demonstrated ability to work effectively with people from

other cultural backgrounds. Teaching experience preferred in ESOL/ Adult Ed./bicultural education/inter-cultural group facilitation. Phonics instruction is a huge plus! Pro-active, reliable and flexible to the needs of the program. Enjoy being around mothers and young children.

- ❖ Duties: Co-teach a beginner or intermediate level English class to a group of mothers along with another volunteer. Lesson plans and materials are provided, but you may add your own activities too! There are opportunities to help with materials creation and lesson planning if interested. Some literacy activities will be with the mothers and children together. May be asked to help with the mothers engage in these family literacy activities and write class notes or report feedback as needed.

College & Career Readiness Youth Mentor

- ❖ Time: Mondays from 3-5 pm
- ❖ Ideal commitment: weekly from late January to September 2019 (though we will consider volunteers who will be out of town for the summer)
- ❖ Location: downtown New Haven, location TBA
- ❖ IRIS staff supervisors: Laurel McCormack, Tanya Genn and Dennis Wilson
- ❖ Description and Responsibilities: The IRIS Youth Leadership Program is expanding to hold a second weekly meeting for teen and young adult refugees and immigrants! Meetings will be kicked off and guided each week by IRIS staff, but mentors will provide small group or one-on-one attention for youth in helping them identify their strengths and interests over time and to find and pursue extracurricular, vocational, and higher educational opportunities to work towards their goals.
- ❖ Desired skills and background: We seek mentors between who have some previous experience directly serving youth, communicating cross-culturally, **and/or who have experience guiding others with essay writing and FAFSA, scholarship and college applications.** We also hope to attract mentors who identify with historically underrepresented groups in college and professional paths who will be able to assist refugee and immigrant youth in navigating American institutions as young People of Color.

College & Career Readiness Youth Mentor/Driver

- ❖ Time: Fridays from 2-3 pm and/or 5-6 pm
- ❖ Ideal commitment: weekly from Jan. 4 to Sept. 2019 (though let us know if you could commit to twice-monthly for this time period or weekly for a few months!)
- ❖ Location: 2-3 pm is pickup from Old Lyme and drop off in New Haven; 5-6 pm is pickup from New Haven and drop off in Old Lyme

- ❖ IRIS staff supervisor: Laurel McCormack
- ❖ Description and Responsibilities: The IRIS Youth Leadership Program brings teen and young adult women together for community building, leadership development, and to learn from each other and women of color engaged in activism. Two young refugee women-- one from Syria who lives in West Haven and one from the Democratic Repub. of the Congo who lives in Old Lyme, have been regular participants in the program but are struggling with long public transportation commutes from school to the program and home. We seek drivers who can pick them up from their high schools and bring them to New Haven for the program, and/or pick them up from New Haven and drive them home. Mileage could be reimbursed! They both speak high levels of English and are brilliant, kind young women. Help us get them to the program!
- ❖ Desired skills: Safe drivers who don't mind engaging in conversation while driving with awesome teen refugee women!

The After School Enrichment Program for Music and the Arts at IRIS, though it has a hilariously long name, has a simple mission. We are making a safe, fun, holistic, and creative space for refugee and immigrant children to learn music and spend time together after school.

We spend time indoors and outdoors, playing games, doing homework with tutoring from available staff members, and then engaging in private and group music lessons/games. This is a great opportunity to help out! Our needs from you are: 1. A willingness to be unconditionally present with students (no phone-staring please) 2. Proclivity for having fun 3. Patience and a go with the flow attitude, 4. An understanding of children and children who have experience trauma (will train additionally) 5. Experience with children and education would be great Lastly, a love for or ability in music and the arts is simply a plus, NOT a requirement.

Housing & Donations

Donations Sorting/Processing

- ❖ Number of positions available: 1-2
- ❖ English level required: Proficient English
- ❖ Hours per week needed: 2-3 hrs/week
- ❖ Days/time preferred: Monday to Thursday, 9:30AM to 3PM
- ❖ Commitment: 3 month minimum, available immediately
- ❖ Supervisor: Bethany Delahunt, Housing & Donations Coordinators
- ❖ Requirements: Ability to do some moderate lifting and moving. Those with a knack for organizing are always welcome!

- ❖ Duties: Each day IRIS receives dozens of in-kind donations that enable us to resettle refugees around New Haven, these items must be sorted and stored in our storage areas. Volunteers go through bags or boxes of new donations and sort out the items we can use in our apartment set-ups. Items that cannot be used are given out on Wednesdays during our Food Pantry.

Food Pantry

- ❖ Number of positions available: 1-2
- ❖ English level required: intermediate to fluent
- ❖ Hours per week needed: 2-3 hours per week
- ❖ Days/time preferred: any or all of the following
 - ❖ Tuesdays: 9:30-11:00
 - ❖ Wednesdays: 8:30-10:00AM
- ❖ Commitment: 3 month minimum, available immediately
- ❖ Supervisor: Bethany Delahunt, Housing & Donations Coordinators
- ❖ Requirements: Ability to do some moderate lifting and moving of food
- ❖ Duties:
 - ❖ Tuesdays, be available to help receive food delivery from CT Food Bank. We receive approximately 2000 lbs of food each week to distribute to 70 families. Food arrives between 9:30 and 10:15 each Tuesday. We need help unpacking and sorting food into our food pantry.
 - ❖ Wednesdays, supervise the distribution of food in a fair and equitable way. Requires patience and a sense of humor.

Case Management

Housing Acquisitions Volunteer

- ❖ Number of volunteer positions available: 1-2
- ❖ English level required: advanced to fluent
- ❖ Hours per week needed: 5-15
- ❖ Days/times preferred: anytime Monday - Friday 10am - evening
- ❖ Commitment: at least 3 months
- ❖ Supervisor: Alexine Casanova, Director of Case Management
- ❖ Requirements: High energy and positive attitude, good communication skills including with limited English speakers, access to a vehicle. Ideal candidate will have knowledge of New Haven

neighborhoods and rental market, ability to research housing units online and network with various rental agents.

❖ Duties: Helping IRIS staff and clients identify housing units for new arrivals and people who need to move. Conduct research online, make phone calls to agents, visit apartments, conduct basic safety evaluations, show apartments to interested clients, help coordinate paperwork and payments with landlords.

Earned Income Tax Credit Mentor

- ❖ Number of Positions: Flexible
- ❖ Level of English Required: Very good
- ❖ Hours per Week: Not a weekly commitment
- ❖ Days/Times preferred: To be arranged with the client you are mentoring
- ❖ Commitment: A few weeks for each assignment, mostly (but not always) in spring and summer
- ❖ Supervisor: Linda Bronstein, Senior Case Manager
- ❖ Requirements: Ability to understand form letters from the State of CT Dept. of Revenue Services; Patience and persistence in helping a newcomer gather and mail necessary papers
- ❖ Duties: Be available to be assigned to a refugee who claimed the CT Earned Income Tax Credit, but who is being required to send in additional documentation before receiving that large payment. Assist your “mentee” to identify and find useful documents they already have, and possibly request additional documents (such as a letter from their child’s school). Assist in photocopying documents (at IRIS, if you wish) and mailing them to DRS in accordance with instructions found in mentee’s letter from DRS.

Citizenship Preparation Tutor

- ❖ Number of volunteer positions available: Multiple
- ❖ English level Required: Fluent
- ❖ Hours required: 2-4 hours/week
- ❖ Days/times preferred: flexible
- ❖ Commitment: 6 month minimum
- ❖ Supervisor: TBD

- ❖ **Requirements:** Excellent communication and interpersonal skills, attention to detail, experience in adult education a plus (or willingness to learn), respectful of cultural differences and knowledge of the United States citizenship test process is helpful.
- ❖ **Duties:** Help students set and achieve learning goals, track student attendances, and provide monthly progress reports to coordinator.

Citizenship and Civic Engagement Coordinator

- ❖ Number of volunteer positions available: 1
- ❖ English level Required: Fluent
- ❖ Hours required: 6-10 hours/week
- ❖ Days/times preferred: flexible
- ❖ Commitment: 6 month minimum
- ❖ Supervisor: Director of Community Engagement

Duties:

Maintaining and tracking Clients Ready for Citizenship

- ❖ The coordinator will create and maintain a tracking system of clients assessed, volunteers assigned, and status of each pairing,
- ❖ Check in with the Volunteer Programs Specialist regularly and make tracking data readily accessible to them.

Develop Outreach Plan and Coordinate Citizenship tutoring

- ❖ Develop and implement an outreach process for clients approaching their 4-year mark in the United States
- ❖ Assess clients' English level and citizenship test preparation needs.
- ❖ Work with Volunteer Programs Specialist to identify a volunteer tutor to assist clients in their pursuit of U.S. citizenship
- ❖ The coordinator will review study materials with the volunteer (provided by IRIS), connect them to the client, and follow up on the pair's progress through successful test completion
- ❖ Oversee the smooth running of the program

Civic Engagement & Participation

- ❖ Coordinate with Community Engagement communications team to celebrate and record (photograph, interview, etc.) citizenship attainment
- ❖ Assist clients who obtain citizenship with voter registration process and how to access information about political candidates.
- ❖ Sensitize new citizens on the importance of civic participation and the various forms civic participation and engagement.

Key Attributes:

- Positive, solution-oriented personality and style
- Strong people skills, as well as customer service
- Ability to work as part of a team and independently
- Thrives in grassroots, start-up style organizational culture
- Commitment to maintaining confidentiality

Interpretation/Translation

Volunteer Interpreter

- ❖ Languages needed for all bolded options below: Dari, Farsi, Pashto, Arabic, Tigrinya, Amharic, Swahili, Kinyarwanda, Massalit
- ❖ Languages needed for legal interpretation: Dari, Pashto, Amharic, Swahili, Tigrinya, French, Spanish and Arabic.
- ❖ English level required: A good command of the English language (medium to proficient based on assignment) is required.
- ❖ Hours per week needed: 1.5-30 based on assignment, see below
- ❖ Days/times preferred: Flexible, see below
- ❖ Supervisor: To be determined based on assignment, see below
- ❖ **Legal Interpreters:** Tuesdays through Thursdays, varied times between 9 am-6 pm. Volunteer interpreter/ translator must be proficient in the language he will be translating from.
- ❖ **A- Interpreter:** Volunteer interpreter will be interpreting in-person during refugees' appointments regarding Green Card, Citizenship, and Family Reunification cases in our Immigration Legal Services office. Volunteers must be willing to be contacted directly by refugee clients to ask for their interpretation help, since IRIS staff are not involved in making legal interpreter appointments.
- ❖ **B- Legal Translators:** flexible schedule, translations can occur remotely by email. Translation of legal or identification documents used to advance Green Card, Citizenship, and Family Reunification cases for ILS' clients. Volunteer translators will be contacted by the legal office as needed.
- ❖ **Employment, Health, Education, and Case Management Interpreters:** flexible time commitment, Mondays through Fridays, 9 am-5 pm. These departments have various interpretation needs, from interpreting during a refugee's first Case Management meeting as they make a plan for their first few months in America, to interpreting during an employment assessment as staff interview refugees to build their resumes and begin searching for jobs. Staff can work around your schedule and will typically call you on an as-needed basis each week.

- ❖ **Arrival Ambassador Interpreters:** typically 2 hour meetings on Monday through Thursdays nights, arrivals vary between 6-10 pm. Accompany a case manager to greet and welcome a newly arrived refugee family on their first night in New Haven! Interpret as the family is taken from the New Haven airport shuttle stop to their first apartment, take a tour of their apartment, and go over some basic safety information before resting after their long journey. Volunteers would be contacted by the case management staff.

CORE Cultural Orientation

CORE Class Driver

- ❖ Number of positions available: multiple
- ❖ English level required: proficient to fluent
- ❖ Schedule: 1-4 hours every four to six weeks; must have flexibility from 8-9 am and/or from 1:30-3:30 pm on Tuesdays, Wednesdays, and/or Thursdays
- ❖ Commitment: 6 month minimum
- ❖ Supervisor: Kimberly Gill, CORE Program Manager
- ❖ Requirements: Car, license, insurance, and clean driving record. Timeliness, patience and willingness to call clients, knock on doors, and problem solve in order to make sure clients come to class on time and/or are taken home successfully.
- ❖ Duties: Cultural Orientation (CORE) class is a three-day class held for all newcomer refugees once every three to four weeks. Volunteers drive families from home to class and from class to home each day because they are not yet familiar with the bus system. CORE class drivers are placed on an email list and sign up on a case-by-case basis for as many driving shifts as possible for each CORE session. Duties include calling family once you arrive, knocking on door or ringing doorbell and sometimes waiting while clients finish getting ready and then helping them carry children and car seats to car, assisting them to buckle in correctly, and bringing them to CORE class, or from class to home. Clients have their own car seats and volunteers can be reimbursed for mileage from refugees' home to CORE class and from class to refugees' home.

CORE Class Assistant

- ❖ Number of positions available: multiple
- ❖ English level required: proficient to fluent
- ❖ Schedule: 6-7 hours per day every four to six weeks; must have flexibility from 8 am to

2:30 pm on Tuesdays, Wednesdays, and Thursdays

- ❖ Commitment: 6 month minimum
- ❖ Supervisor: Kimberly Gill, CORE Program Manager
- ❖ Requirements: Timeliness, patience and attention to detail are required. Must be highly sensitive to cultural diversity and have excellent communication skills. Volunteer must have reliable access to transportation and experience with educational administration or a willingness to learn.
- ❖ Duties: Cultural Orientation (CORE) class is a three-day class held for all newcomer refugees once every four to six weeks. CORE Class Assistant will help to CORE Program Manager to coordinate volunteer drivers for to drive clients and pick up food. Assistant will ensure that all drivers receive their driving assignments on a timely basis and be available to answer questions. Assist the facilitation of a smooth CORE class as needed, with a focus on ensuring clients' needs are met.

Development Volunteer

- ❖ Number of positions available: 1-2
- ❖ English level required: proficient to fluent
- ❖ Schedule: 1-4 hours every three to four weeks; must have flexibility from 8-9 am and/or from 1:30-3:30 pm on Tuesdays, Wednesdays, and/or Thursdays
- ❖ Commitment: 3 months
- ❖ Supervisor: Kelly Hebrank and Tabitha Sookdeo, Development Specialists
- ❖ Requirements: Must be detail-oriented. Experience working with Word, Excel, Mail Merge, Emails, etc to help our Development team process thank you letters
- ❖ Duties: 'Tis the season for charitable giving! IRIS is looking for a volunteer to help process charitable gifts and thank our amazing donors. The volunteer would need to be exceptionally detail-oriented and highly skilled at all aspects of computer work (including Excel, Word, data entry, Gmail, and mail merge functions) as well as not opposed to folding letters and stuffing envelopes. Experience in development is extremely helpful but not necessary. We are looking for a volunteer who can commit to at least 8-10 hours a week during business hours, starting as soon as possible and continuing through the end of February.

Employment Services

Employment Volunteer

- Number of positions: 1-2
- English level required: Strong English - Fluent
- Commitment: 6 months
- Hours per week needed: 5 to 15 hours
- Days/times preferred: Tuesday - Thursday, mid/late morning to end of day
- Supervisor: Aniko Szabo, Employment Services Coordinator
- Duties: Did you know that immigrants and their children make up more than 42% of Fortune 500 entrepreneurs in Connecticut? Employment interns directly support IRIS clients in navigating the American career experience. This includes but is not limited to: developing skills assessments, resume building, assisting with online applications, and interviews. Interns log case notes and maintain employment databases. Helping a client find and secure their first job allows refugees the opportunity to become financially independent, find fulfillment with their skill sets, and build upon their goals and dreams.

Requirements: A driver with car willing to drive clients is strongly preferred. Experience with cross-cultural communication, anti-oppressive practices, and language skills in one of our clients' languages (listed at the top of this document) also desired.