

Resettlement Transportation Volunteer

Position Title: Resettlement Transportation Volunteer

Department: Refugee and Immigrant Services

Position reports to:

Position Status: Volunteer (Ongoing, Short-term) / Intern/ AmeriCorps

Purpose/ Objective:

To ensure newly arriving families have a way to get where they need to be while getting settled in their new community

Key responsibilities

- Greet newly arrived refugees at the airport and transport them to their new homes
- Transport refugees from their home to appointments at LSI or other community partners and back
- Be welcoming and helpful for newly arrived refugees settling into their new homes
- Respect clients of diverse backgrounds and handle sensitive client information confidentially

Time commitment

- As needed when family requests transportation – generally 2-3 hours at a time

Training and support provided

- Volunteer will receive Mandatory Reporter, HIPAA, and Universal Precautions training and certifications
- Volunteer will receive access to all LSI online training materials provided to staff
- Volunteer will receive position-specific training from their direct supervisor

Qualifications

- Volunteer must be 18 years or older
- Volunteer must maintain acceptable background checks prior to and throughout time interning as required by LSI

Agency standards

In the performance of their respective tasks and duties all volunteers are expected to conform to the following:

- Interact respectfully with employees, clients, and other customers
- Uphold LSI's mission, vision, core values, and commitments
- Support LSI's family support philosophy and employee profile
- Adhere to policies, procedures, and program expectations

Physical Requirements

- Will occasionally require stair climbing, pushing and pulling, bending/stooping, crouching, and kneeling.
- Must be able to lift 40 pounds.
- Must have average range of hearing, as corrected, to respond to miscellaneous communications and client needs.
- Must have vision corrected to average in order to assess and respond to client needs.

Signatures

Volunteer signature below constitutes volunteer's understandings of the requirements, essential functions and duties of the position. The description given is intended to provide information about the general nature of the job and is not an all-inclusive list of the job duties, skills or abilities.

Volunteer Name: _____

Volunteer Signature: _____ Date: _____