

House-to-Home Volunteer*

*(availability of this opportunity varies. Please contact volunteers@iibuff.org to check on upcoming opportunities for this assignment)

Purpose: Prior to arriving in the United States, the Institute secures housing for all of our newly arrived clients. We work as a team to transform an empty apartment into a space that feels comfortable for our new families to settle into. Volunteers and case managers work alongside each other to make a house a home

Key Responsibilities:

- Making beds
- General cleaning of apartment (sweeping, mopping, etc.)
- Unpacking dishes, putting away in cupboards
- Hanging curtains
- Putting away toiletries
- etc.

Requirements:

- Must be able to lift 5-10 pounds
- Must consent to a basic background check
- Must be fully vaccinated and wear a mask during set up

Support and Training:

- Attend a Volunteer Orientation (offered every month)
- Volunteer will arrive at the location at the designated time. The Case Manager will provide overall instructions and will work alongside the volunteer(s) during the setup, and can answer any questions.

Location of Assignment*: Varies _____

*for security purposes, the address of the apartment setup will only be shared privately with volunteers that are participating

If interested, please contact volunteers@iibuff.org for additional information

Reports to: An International Institute Case Manager and Sydney Schmidt, Development Assistant

Time Commitment of Assignment: Task is estimated to be anywhere from 1-5 hours in length, depending on the number of volunteers participating

Completed During Business Hours?: Yes

Length of Assignment: One-time event