



CWS HARRISBURG VOLUNTEER JOB DESCRIPTIONS

Transportation Assistant: Use your car to provide necessary transportation to medical appointments, the social security office, school enrollment office, and job-related trainings during regular business hours. **Varied commitments needed, most appointments are during business hours.**

Friendship Partner: Provide intentional friendships to a newcomer individual or family. Training, resource material and supervision are provided by CWS. **At least once per week for three months, varied hours.**

Healthcare Advocate: Working closely with CWS staff you will accompany refugees to medical appointments, advocate with healthcare providers to ensure medical needs are addressed, assist to fill prescriptions, review forms and medical materials, and coach families toward healthy living practices. **Varied hours, availability during regular business hours, and requiring 5 hours per week.**

Housing Set-Up Assistant: Help to organize incoming donations, put together household items kits to help families start their new life here, possibly move and setup furniture. **Varied hours, as needed.**

Welcome Kit Coordinator: Organize your friends, family, small group, or church members to gather kitchen items, cleaning necessities, school supplies, job supplies, employment kits, or hygiene items to assemble into Welcome Kits for newly arriving refugee families. **One-time commitment.**

In-Home ESL Tutor: Work one-on-one with a refugee to help them build their English language skills. The ideal volunteer will exude patience, have a schedule that allows for consistency, and be willing to befriend an individual or a family in need of language instruction. **Varied hours, with the option of evening or weekend.**

CWS Office Support: Use your organizational skills and abilities to assist the CWS Harrisburg staff at our office in various ways such as: filing paperwork, tracking data, and general office assistance. **Varied hours, Monday – Friday, 8:30 am – 5 pm**

Interpreter & Translator: Speakers of numerous languages (including but not limited to: Nepali, Arabic, Burmese, French, S'gaw Karen, Somali, Oromo, Amharic, Kiswahili, Kinyarwanda, Lingala, Tigrinya) are needed to ensure refugees' full understanding and participation in the community. Document translation may be accomplished remotely and emailed to staff. Interpreters and Translators are encouraged to volunteer in other areas as the need for translation can vary great. **Varied hours**

Furniture Mover/Handyman: Looking for energetic volunteers who can assist us to move donated furniture out of storage and into apartments. When basic setup and repairs are required, we need the help of handy individuals who can quickly solve household problems before we welcome a new family into their first U.S. home. **Varied hours, as needed.**