



Caritas of Austin

## Direct Service Volunteer Job Description

**Title: Apartment Set-up Volunteer Intern**

### **Job Function**

The Apartment Set-up volunteer intern helps create a welcoming environment for refugees arriving in the Austin area by setting-up apartments prior to their arrival. Apartment set-up will include grocery shopping for basic items needed in an apartment utilizing a list provided by the resettlement specialist. Interns will put all household goods in their respective places. Interns will also help innovate on the process and coordinate with the Resettlement team.

### **Duties and Responsibilities**

- Coordinating data and arrivals on families to facilitate the set-up process
- Arranging the bedroom(s) \_ put sheets, pillows and comforter on the bed\_
- Put household goods in their respective places
  - Bathroom (toothpaste, toothbrushes, deodorant, shampoo, toilet brush, etc)
  - Kitchen (milk, eggs, pans, drying racks, trash can, dishwashing soap, utensils, etc)
  - Closets (vacuum, broom, mop, laundry detergent, etc)
- Clean apartment after set-up
- Utilizing the Resettlement shopping list, assist with grocery shopping.
- Ensure that grocery purchases meet program requirements and any religious dietary restrictions
- Return receipts to Resettlement Specialist for record keeping
- Regularly complete and submit a google forms timesheet to record your hours and mileage
- Other duties as agreed to with the Resettlement Specialist

### **Time Commitment**

Four to six months commitment: Apartment set-up usually *takes two to four hours*. Planning and coordinating arrivals will include additional time. **The internship will require at least 18hrs. a week** built in a schedule as agreed upon by the Resettlement Specialist.

### **Knowledge and Skills**

- Ability to process data, collect data, use excel or learn different forms
- Ability to work independently , under the direction of a Resettlement Specialist
- Project driven and sees projects through to completion
- Ability to lift up to 25 lbs
- Apartment Set-up Volunteer must have
  - Reliable Transportation
  - Current State of Texas Driver's License
  - Proof of up-to-date auto insurance

## **Orientation/Training**

- Pre-training Screening interview
- Orientation and training by Resettlement Specialist
- Continued access and support from Resettlement Specialist
- **Caritas University: Caritas 101**
  - Caritas 3**
  - Caritas 6**
  - Caritas 7**

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Volunteer's Signature

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Date

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Volunteer's Supervisor Signature

\_\_\_\_\_  
Date

**Contact: *Laura DeGrush*, Direct Service Volunteer Coordinator, Caritas of Austin**  
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