



## KRM LEXINGTON: VOLUNTEER OPPORTUNITIES

*It is expected that volunteers will have at least 35 hours available to the agency for the following:*

### **ESL Tutor (age 20+)**

**Days/ Times:** Flexible, depending on volunteer's and client's schedule. Three-month commitment is desirable.

**Description:**

In this position, volunteers will visit with client at least an hour/week. Please communicate with KRM if there are concerns.

ESL Tutoring

- Required: volunteer application/background check/orientation to KRM /ESL training if no experience
- 3-month commitment / about 1 hr per week / keep track of time/mileage during the period
- Matched with client(s) who are interested in having more help with English. Meeting in their homes.
- Initial meeting, KRM staff will introduce client and volunteer in the client's home. Scheduling beyond that meeting is between volunteer and client.

ESL training provided every 6 weeks or so for new volunteers.

### **Friendship Teams (FT) (age 20+)**

**Days/ Times:** Flexible, depending on volunteer's and client's schedule. Three-month commitment is desirable.

- Required: volunteer application/background check/orientation to KRM services and volunteering
- 3-month commitment / about 1-hr per week / keep track of time/mileage during the period
- Clients will be told what the role of the FT is...ways they can help / what they will be doing and not doing.
- Introductions will be made with the FT members (or rep) and the clients, mediated by KRM staff, once bullet #1 is completed and a match has been determined.

**Suggested Activities:**

- Check in with the family on a regular basis - 1-2 times/week, depending on family's time here in Lexington. This will vary by individual or family.
- Kitchen survey --- Food supply ok? Food stored properly? Cleanliness?
- Use of appliances --- microwave, stove, iron/ironing board, vacuum cleaner, washer/dryer
- Laundromat location if no W/D available in apartment.
- Check mail....if they are receiving official looking things that need attention / information from schools?

- **Grocery Shopping** – once/week. Go to closest, most reasonably price grocery, help them navigate the aisles, looking at best bargains (regular vs organic / frozen vs fresh...etc). Help them know where the bus stop is and how they would get to the grocery...ride the bus with them.
- **Field Trips** – creative community activities....parks, playgrounds, Arboretum, etc. --- 1 each 3 weeks or so. (Grocery does not count!)
- There is no expectation of volunteers spending money. Time is the request.

### **Transportation Volunteer (age 20+)**

**Days/Times:** Flexible in the work week for at least a ½ day at a time – morning (8-12) or afternoon (12-4)

**Description:**

Transportation volunteers work with caseworkers to schedule times to take clients to a variety of appointments. Sometimes you will be asked to sit with them through the appointment, other times it may be a drop off / pickup situation. Staff will prepare volunteer for the trip – destination, purpose, any forms that are needed. Volunteers may be asked to bring the client back to the office, or take them home, as well as report any follow-up information to the staff person.

### **Apartment Setup Volunteers**

**Days/Times:** Varies with arrival schedule of clients and when apartments are available prior to arrival.

**Description:**

Volunteers will assist Housing Coordinator, Caseworkers, and Volunteer Coordinator to set up apartments for newly arriving clients. Volunteers will need to come in office and pull supplies from the donations room, go grocery shopping, shop for any additional items needed, and help put things away in the apartments. Some heavy lifting may be required.

### **KRM Office Volunteer**

**Days/Times:** Flexible during the work week. 3-4 hour blocks

**Description:**

Volunteers will help with general office needs. This can include and is not limited to filing, data entries, event planning, and other duties as assigned. Volunteers also are asked to meet with Volunteer & Donations Coordinator to help organize the donations room. Volunteers will be organizing new donations, organizing them, and putting them onto proper shelves. Volunteers may be asked to help create boxes for families who will be arriving soon.

### **Family Fun Night Volunteer**

**Days/Times:** Flexible during work week and weekends. 3-4 hour blocks

**Description:**

Volunteers will work together in teams to help organize family fun nights for clients. Volunteers will work with the Volunteer & Donations Coordinator to schedule events. Fun nights can include, but are not limited to, movie nights (movies can be in different languages), game nights, crafting, etc. Volunteers may need to help with transportation.

### **Lunch with Friends Volunteer**

**Days/Times:** Fridays from 12:15pm-1:30pm

**Description:**

Volunteers will work together in teams to create potluck style lunches (please no pork) for clients on Fridays after Cultural Orientation Class. The Volunteer & Donations Coordinator will work with groups to schedule dates to bring in food. During this time, volunteers will be able to sit down with clients and eat lunch with clients and help make them feel welcomed. Volunteers are not expected to participate every Friday, but can determine how often they would like to participate.