

# VOLUNTEER OPPORTUNITIES

## KENTUCKY REFUGEE MINISTRIES - LEXINGTON

### Transportation Assistance & Life Skills Mentor

Morning or Afternoon shifts during regular business hours M-F, minimum of 2 hour shifts. Requirements: valid driver's license, car insurance, and reliable vehicle

Volunteers in this position will work with caseworkers to help transport clients to appointments and assist in teaching skills. In some instances, volunteers may be asked to sit with the client during an appointment, other times they will simply pick clients up and drop them off. In addition to tracking their service hours, volunteers in this position are required to track and report donated mileage accrued during their shifts.

### ESL Tutor

Flexible, 3 month commitment

In this position, volunteers work with clients to provide ESL tutoring in client's home for one to two hours a week. This program is especially for clients who request extra help beyond the classes at KRM, or for clients who are unable to attend in-office classes due to work or childcare schedules. For this position, KRM will provide mandatory training in ESL tutoring before a tutoring placement will be made.

### Yard Work Assistance

On-call availability

Some KRM clients live in rental homes with yards. Volunteers will help with yard maintenance and help clients learn to use lawn care equipment. KRM is always seeking yard equipment to provide to clients.

### Communication Volunteer

On-Call Availability

Experienced writers, photographers, and videographers are invited to volunteer their skills to produce content to support KRM's outreach initiatives. This can include photographing and recording client stories, special events, KRM classes, airport arrivals, and other opportunities to share KRM's impact with community partners and potential donors on social media platforms, in fundraising initiatives, and in annual reports.

### Advocacy & Outreach Volunteer

On-Call Availability; must commit to 4 events per year

KRM will equip volunteers with the knowledge and resources necessary to table at community outreach events or host special film screenings. This position requires public speaking skills and a desire to work closely with KRM staff to understand and speak on the many programs offered by KRM. This position requires good judgement and extra training.

### Special Events Volunteer

On-Call availability

Volunteers help plan and execute various fundraising and special events throughout the year. These include: fundraisers; educational events; advocacy events; and client-focuses events. Volunteers helping with special events may assist with planning, setup, errands (for example, picking up donated items for silent auction), publicity, or working with staff to host during the actual event.



## Office Volunteer - Admin Support

Morning or Afternoon shifts during regular business hours M-F

Volunteers provide assistance with general office tasks, data entry, shredding, filling in at reception, and many other projects. Support to complete reports, paperwork and proper filing is vital to providing the best service possible to our clients.

## Office Volunteer - Client Support

Morning or Afternoon shifts during regular business hours M-F

Volunteers provide assistance with meeting client needs in-office. This may include assisting clients with resume building, conversation practice, developing a budget, and other needs as identified. This position requires volunteers who are patient, flexible, friendly, and have cultural humanity.

## Donations Delivery

On-call availability

Volunteers deliver donated household items, furniture, and small appliances to our clients' homes. KRM receives a significant supply of donations from community members, which we then allocate and distribute to individuals and families. Volunteers can assist in the distribution of these goods by picking these items up from storage and delivering them to a client's house. Volunteers may also be asked to transport furniture from a donor's home to one of our storage units. This opportunity requires volunteers to have flexibility, a valid driver's license, and vehicle for transport. Trucks are helpful.

## Maintenance Help Volunteer

On-Call Availability

Volunteers assist with minor repairs and appliance installation in the homes of clients or in the KRM office. Volunteers may be asked to assess a problem or the functionality of an appliance to determine if it is a quick fix or if KRM should contact the landlord. In these instances, volunteers are asked to exercise their own judgement and knowledge. Alternatively, volunteers may be assigned a defined task at a client's home with explicit instructions from staff. This position allows for flexible time commitment. This opportunity requires volunteers to be 18 years of age or older and willing to work on a project with little advance instructions.

## Apartment Set-Up Volunteer

On-Call availability; Schedule varies with arrival schedule of clients and when apartments are available prior to arrival

Small groups of two or three volunteers will assist Housing Coordinator and Caseworkers to set up apartments for newly arriving clients. Volunteers will need to come in office and pull supplies from the donations room and storage units, go grocery shopping, shop for any additional items needed, and help put things away in the apartments. Some heavy lifting may be required and trucks are helpful.

## For more information:

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