

Housing Support Volunteer – Dallas, TX

Start date: Ongoing

The Housing Support Volunteer will help the Senior Housing and Logistics Specialist prepare and furnish homes for new refugee families. The Apartment Set Up Volunteer will meet the Logistics Specialist directly at the home to unpack, assemble, and arrange items to create a welcoming home. Apartment Set Up Volunteers may assist the Logistics Specialist with picking up and transporting donations, assembling beds, and other tasks as needed. Volunteers must be able to collaborate with others, work well as part of a team and handle client information confidentially. It is preferred (not required) for volunteers to have access to a personal vehicle for transportation and moving items and be able and willing to lift 75lbs.

LOCATION: Primarily off-site in the DFW area (exact location disclosed to volunteers).

TIME COMMITMENT: This volunteer position is an on-call opportunity. The Senior Housing and Logistics Specialist will contact the volunteer 1-2 weeks in advance regarding upcoming housing set-ups. These opportunities occur every 1-2 months (subject to change). Most housing set-ups are completed in 2-4 hours on a week day, between 10AM and 6PM.

Responsibilities:

Communicate with IRC staff about preparing apartments to be ready to receive newly-arriving refugee families

Set the apartment up with purchased and donated items, including but not limited to making beds, putting kitchen supplies in cabinets, and other tasks as needed. May include assembling furniture.

Stage apartment with furniture, household, and food supplies prior to family's arrival

Assist in cleaning that may need to be done around the apartment

Maintain receipts and other documentation of purchases for IRC records

Record hours and submit a completed time sheet at the end of each month via the IRC's online Volunteer Dashboard

All home essentials will be provided and any additional household items that volunteer groups would like to bring are welcome.

Note: This role does not directly engage with IRC clients. Volunteers will be asked not to return to any home without IRC permission or a staff member present.

Requirements:

Available on an as-needed basis

Reliability, attention to detail

Work well under pressure

Flexible and adaptive to change

Excellent communication skills

Ability to lift 20lbs

Provide valid driver's license with current insurance

Provide proof of vaccination against COVID-19

Willing to adhere to IRC Volunteer and workplace policies, including confidentiality policies

COVID-19 Vaccination Requirement: In accordance with IRC's duty to provide and maintain a workplace that is free of known hazards and our commitment to safeguard the health of our employees, clients, and communities, IRC requires all volunteers who are interested in providing in-person support for our work to furnish proof of vaccination against COVID-19 in order to be onboarded for the position. If proof of vaccine cannot be provided, volunteers may still apply for virtual-only roles.

Next Steps:

Attend an info session

Submit a volunteer application

Complete a phone or video screening with the Volunteer Coordination Team

Pass a background check

Complete orientation and submit requested paperwork

Begin your service!

Questions

For more information email: VolunteerDallas@Rescue.org