

**SPANISH INTERPRETER**

**Goal**

Help translate during important events such as “Mass Enrollment Day” and monthly RCA “Check Day” for our Cuban & Haitian clients.

**Duties and Responsibilities**

* Assist clients understand paperwork and documents they need to fill out
* Review payment schedules with clients to ensure they comprehend when to collect their checks and how much they will be receiving
* Help answer any questions clients may have for staff

**Time Requirements**

* “Check Day” happens once a month from 10:00am – 5:00pm. Volunteers are not required to stay for the entire time, but a minimum of 2 hours is preferred.
* “Mass Enrollment Day” happens every other Tuesday from 1:00pm – 3:00pm.

**Location**

* “Check Day” will take place at the World Relief office
* “Mass Enrollment Day” will take place at the Monarch Pass clubhouse

**Additional Information**

Volunteers will be given a map of Monarch Pass Apartments in order to locate the clubhouse upon commitment.

World Relief address: 4200 South Freeway Suite 408 FTW, TX 76115