

FRIENDSHIP CENTER (FC) ASSISTANT

Friendship Center Assistants support our Community Ambassador team in the dynamic community center where refugees and other immigrants convene for support services. Refugees and other immigrants come to The Friendship Center for assistance with applications ranging from Housing Stabilization to other social service programs, to participating in special events which include baby showers, women's teas, children's outings and more. A Friendship Center Assistant will be flexible, understanding that the services provided and the volume of newcomer visits to the FC can vary from week to week and month to month, therefore requiring a heart of service in whatever needs arise, including cleaning spaces and organization of donations.

Reports to: Friendship Center Volunteer Coordinator

Responsibilities

May include some or all of the following:

- Helping newcomers fill out Housing Stabilization documents and applications for other social services as needed
- Helping with tidiness and organization of Friendship Center spaces
- Providing a warm and welcoming environment where newcomers can feel at ease
- Stepping in to love on children who accompany their parents during meetings with Community Ambassadors
- Assisting newcomers with citizenship tutoring
- Researching needed social services for particular newcomer's needs

Commitment

Hours per Week: 4 hours per week during normal business hours M-W, F

Duration: 6+ months

Requirements

- Support of World Relief mission and values
- Sensitivity and openness to persons of culturally diverse backgrounds
- Comfortable with using translation apps to communicate when a language barrier exists
- High degree of patience, understanding, organization, and **flexibility**
- Takes initiative and is self-motivated
- Enjoys both interpersonal connections and serving behind the scenes
- Current driver's license and insurance coverage and willingness to drive others in your vehicle, including children
- Passage of criminal and driving background checks with Sterling Volunteers
- Logging of volunteer hours as instructed by Volunteer Coordinator

Initial Training required of all World Relief Volunteers

- Complete **Volunteer Application** on the World Relief Volunteer Portal <https://worldrelief.powerappsportals.com/?wroffice=spokane>
- Complete **US Programs New Volunteer Orientation** (link on the Volunteer Portal)

- Attend **Local Volunteer Orientation** (1.5 hours)

Additional Role Specific Training

Complete the following online courses on **The Workshop** within the first two months of service: <https://worldrelief.thinkific.com/pages/world-relief-spokane>

- *Navigating Friendships* (duration 1 hour)
- *Intro to Resettlement* (duration 45 min)
- *Afghan Culture Guide* (duration 1 hour)
- *Ukrainian Culture Guide* (release May 2023)

*NOTE: Use Coupon Code: **wrspokane** to waive course fees when you register