

HOUSEWARE SET-UP ASSISTANT

Goal

Assist World Relief staff set-up newly arrived immigrants and refugees' first home in America!

Duties & Responsibilities

- Use a personal car to drive to the client's home location.
- Arrive on time at the client's home and help the World Relief staff unload household into the house.
- Help to design the space in a welcoming way by making beds, setting up kitchen items, and placing the household items in the home.
- If applicable, assist the World Relief staff with grocery shopping for the family.
- Set up their kitchen and pantry with grocery items so that the family can have meals when they arrive in America.

Time Requirements

Time commitments with this opportunity is approximately an hour-long plus drive time to the family's home location and/or grocery store.

This is an ongoing weekly opportunity for a minimum 3-month requirement.

Skills & Qualifications

- Flexible schedule and a positive attitude.
- Ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) furniture and household items.
- Willingness to work in a team or individually.

Orientation & Trainings

Complete all onboarding steps in the Volunteer Portal:

- Background Check – *5 mins*
- Local Live Orientation – *1.5 hrs*
- E-Learning – *45 mins*
- References – *2 mins*

We also ask volunteers to:

- Review the National Volunteer Handbook
- Log Hours through the Volunteer Portal
- Communicate any concerns, conflicts, and celebrations to the Volunteer Coordinator

Additional Information

Austin Office: 500 E. St. Johns Ave Austin TX 78752