

VOLUNTEER JOB DESCRIPTIONS

March 2021

Welcome Center volunteers

Welcome Center volunteers are on duty from 3 - 7:00 pm Monday through Friday, in the RV that is parked just outside the NWDC Detention Center. Volunteers generally work two shifts a month. Volunteer duties include:

- greeting released immigrants and visitors;
- offering telephone access to released immigrants;
- assisting in travel planning, ensuring that travel plans follow AIDNW guidelines;
- offering soft drinks, snacks, backpacks and clothing as needed; and
- arranging safe housing for those who are not traveling on immediately.

Volunteers may choose to drive immigrants to the bus or train station, or to the AIDNW Hospitality House.

Full training is provided. Welcome Center volunteers report to the AIDNW Program Manager.

Hospitality House/AIDNW Office volunteers

AIDNW leases a house for immigrants who need transitional housing. The office is co-located in the house.

Hospitality and Office volunteers work one day a week, Monday - Friday from 11:00 - 3:00.

Duties are varied and may include:

- Answering phones;
- Answering emails;
- Preparing files and referral forms to various agencies such as World Relief and DSHS;
- Assisting with arranging onward travel according to AIDNW travel guidelines;
- Matching requests from detainees with Visitation Program volunteers;
- Sorting donated clothing and making sure guests have the clothing they need;
- Changing beds and cleaning rooms as guests leave;
- Checking that food supplies are sufficient, and helping organize transportation to the food bank or grocery store as needed; and
- Organizing a monthly dinner

Training is provided. Hospitality House/Office volunteers report to the AIDNW Program Manager.

Post-Detention Accompaniment Network (PDAN) volunteer drivers

PDAN Volunteers assist immigrant guests at the Welcome Center RV by providing transportation to:

- The bus or train station

- The airport
- Two hotels, one near the airport and one in south Tacoma
- Hospitality House

PDAN Volunteers also assist immigrant guests at our Hospitality House in accessing services by providing transportation to:

- DSHS in Tacoma for food cards (EBT) and discount Orca cards (Orca Lift)
- World Relief in Kent for work permits, social security applications, job placement, ESL classes, and permanent housing
- Tacoma Community House for help with work permits, social security applications, ESL classes and job placement
- Local medical facilities
- Local food banks
- Local parks, libraries, clothing banks

Training is provided. PDAN volunteers report to the AIDNW Program Manager.

Visitation Program volunteers

Detainees face many challenges while inside the Detention Center, including isolation from their family and friends. AIDNW's Visitation Program helps to provide a connection to the outside world. AIDNW office volunteers receive requests from detainees and match them with Visitation Program volunteers. Currently in-person visits are not allowed, and visitors connect with detainees through letters.

Visitation Program volunteers duties are to provide positive emotional support by listening and visiting/sending letters regularly. Visitors should plan to visit/write their matched immigrant partners at least twice a month. Ideally, each match continues for the duration of the immigrant's detention, but re-matches are made if a visitor must withdraw, or when either party requests an end to the match. Note that visitors do not provide legal assistance.

Training is provided. Visitation Program volunteers report to the AIDNW Visitation Program Coordinator.

Book Program volunteers

Books provide a way for immigrants to escape their daily struggles and provide educational value. Books are ordered online and shipped to the office, as individual donations are not accepted. Volunteers deliver books to the detention center.