



## **VOLUNTEER JOB DESCRIPTIONS**

### **October 2021**

#### **Welcome Center volunteers**

Welcome Center volunteers are on duty in two shifts that cover from 1:30 - 7:00 pm Monday through Friday, in an RV that is parked just outside the NW ICE Processing Center, formerly known as the NW 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.

No second language is required, but we are in particular need of Spanish and Creole speaking volunteers.

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

#### **Hospitality House volunteers**

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

Hospitality House volunteers work one day a week, Monday - Friday from 11:00 am - 3:00 pm. Duties are varied and may include:

- Receiving, sorting, logging and organizing donated clothing and making sure guests have the clothing they need;
- Changing bedding and cleaning rooms as guests leave.
- Keeping surfaces sanitized in common areas, sweeping, mopping and vacuuming. (Residents are responsible for their own dishes and cleaning up after themselves).
- Checking that food supplies are sufficient, and helping with transportation to the food bank or grocery store as needed

Training is provided. Hospitality House 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
- Hospitality House
- Two hotels, one near the airport and one in south Tacoma
- World Relief Host Homes

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 letter-writing.

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.