

Refugee Resettlement Program **Apartment Setup Volunteer Description**

Purpose and description: Create a warm and welcoming home for a refugee individual or family by setting up household items, furniture and organizing groceries in the apartment before their arrival. You can invite your family, friends and co-workers to join you, or we can match you with other volunteers. This is a great team building opportunity!

Responsibilities:

- Coordinate setup with HIAS' Community Engagement Specialist, Elana Boiskin.
- Acquire the household furnishings, supplies and groceries in one of two ways:
 1. Gather donated (gently used) and/or new household items and culturally appropriate groceries in advance of the apartment setup at own expense. Lists will be provided. Volunteers are responsible for storing and transporting the items.

OR

 2. HIAS staff will purchase items (including groceries) and leave them in the apartment.
- Volunteers will be given the keys to access the apartment and will need to be present to accept delivery of large furniture ordered by HIAS.
- Help set up everything along with staff and/or other volunteers.
- Optional: You may order or make a culturally appropriate welcome meal.
- Optional: You may greet the family or individual at O'Hare Airport by attending the welcome and reception with our HIAS case manager.

Location and Commitment:

- Refugee apartments are typically located in the far north side of Chicago, for example: Rogers Park.
- Setup time varies depending on the size of the unit and number of helpers, but it can usually take place over one or two days.
- Anticipate extra hours to gather the items and groceries in advance of the apartment setup – if choosing that option.
- Client arrivals are unpredictable. We may have only one week of notice for the apartment setup.
- Volunteers may commit to a one-time setup or multiple setups.

Traits:

- Ability to display an energetic and positive attitude.
- Flexibility to go with the flow.

Eligibility:

- Apartment setup volunteers are required to submit a volunteer application only. No background check or other onboarding processes are required provided that there is no direct contact with HIAS refugee clients. Airport reception does not require a background check or anything else.

Key Interactions: other volunteers, possibly staff

If you are interested in volunteering, [please fill out an application form by clicking here](#). If you have additional questions about the position, please email: volunteers@jcfs.org