

## **HIAS Immigration & Citizenship Tutor and Mock Citizenship Interviewer Volunteer Role Description**

**Purpose:** To facilitate tutoring and mock citizenship interviews for citizenship applicants. Volunteers will be asked to meet 1:1 with citizenship applicants and ask questions pertaining to their N-400, Application for Naturalization and U.S. history and civics, and assess applicants' ability to read and write in English. Mock interview guides are provided by HIAS Immigration & Citizenship.

### **Site & Time:**

- Mock interviews may also take place via Zoom
- Times vary; may be daytime or evening

### **Traits**

- Ability to display an energetic and positive attitude
- Personable with the ability to exhibit strong interpersonal communication skills
- Comfortable working with individuals of diverse faiths and backgrounds and varying language abilities

### **Responsibilities**

- Facilitate 1:1 mock citizenship interviews using HIAS Immigration & Citizenship's mock interview guide
- Ask citizenship applicants questions pertaining to their N-400, Application for Naturalization
- Ask citizenship applicants questions pertaining to U.S. history and civics
- Test citizenship applicants' ability to read and write in English
- Maintain strict confidentiality during and after the volunteer commitment concerning agency clients, their families, and their situations
- Consult with HIAS Immigration & Citizenship staff should applicants have specific questions about the content of their N-400, Application for Naturalization
- Work with HIAS Immigration & Citizenship's Outreach and Education Specialist to implement best practices

### **Key Interactions**

Clients	Staff		
Volunteers			

If interested, please contact [volunteers@jcfs.org](mailto:volunteers@jcfs.org).