



To guide refugees and immigrants in the journey toward self-determination and social equality

VOLUNTEER REQUIREMENTS

Department: Refugee Resources (Manager: Simran Aryal)

Project: Job Club

Position: Employment Readiness Trainer

Responsibilities :

1. Assist and train participants on self-assessment to identify “hard” and “soft” skills
2. Train participants on effective resume and cover letter writing
3. Prepare participants for job interviews
4. Train participants on how to dress for success
5. Educate participants on employer expectations and cultural aspects of the work place

Skills/Qualifications:

1. Knowledge of various resume-writing styles
2. Knowledge of hiring practices
3. Familiarity with HR
4. Experience in conducting job interviews
5. Experience in effective training facilitation to audience with basic English proficiency
6. Cultural competency

Duration: 6 months

Frequency: 1 training session per week

Length: 5 hours per training session

Contact: Simran Aryal, 612.767.3695

Project: Financial Literacy

Position: Financial Literacy Trainer

Responsibilities :

1. Train participants on basic banking and personal financial management: checking, savings, direct deposit
2. Train participants on importance of and



nature of credit history, credit scores, asset building, types of loans, interest rates
3. Train participants on basic types of investing

Skills/Qualifications:

1. Knowledge of banking system
2. Knowledge and experience in investing
3. Knowledge and experience with different types of loan instruments
4. Experience in effective training facilitation to audience with basic English proficiency
5. Cultural competency

Duration: 12 months

Frequency: 1 training session per month

Length: 4 hours per training session

Contact: Simran Aryal, 612.767.3695

Position: Adult Literacy Trainer

Responsibilities :

1. Develop English proficiency training curriculum focused on workplace and/or business English
2. Train participants on effective communication skills
3. Train participants on team work
4. Train participants on effective customer service skills
5. Develop and conduct citizenship training: basic US history, American society and culture, and individual rights and responsibilities

Skills/Qualifications:

1. Experience in facilitating ESL training
2. Knowledge of various communication styles
3. Experience in building and managing work teams
4. Knowledge of basic customer service skills
5. Knowledge of American history, arts, and



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culture

6. Experience in effective training facilitation to audience with basic English proficiency

7. Cultural competency

Duration: 12 months

Frequency: 1 training session per week

Length: 4 hours per training session

Contact: Simran Aryal, 612.767.3695

Project: Eldercare Program

Position: Event Assistant

Responsibilities :

1. Serve as chaperones and guides to seniors participating in the program
2. Assist program/project coordinators in organizing monthly tours for seniors
3. Assist program/project coordinators in responding to emergency situations that may affect the participants during scheduled activities

Skills/Qualifications:

1. Knowledge of or familiarity with the Twin Cities
2. Knowledge of or familiarity with the various cultural and arts media (such as museums, nature trails, events, etc.)
3. Familiarity with special seniors' needs and challenges
4. Cultural competency

Duration: Late Spring, Summer, Early Fall

Frequency: 1x per month

Length: 5 hours per activity session

Contact: Rhea Vang, 612.588.3592



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Department: Family Advancement (Manager: Dean Porter)

Project: Food Shelf

Position: Food Shelf Assistant

Responsibilities :

1. Assist Food Shelf Coordinator in managing CAPI Southeast Asian Food Shelf and organizing food drives
2. Perform the following tasks:
 - organizing shelves
 - sorting supplies and goods
 - distribute food and goods to participants
 - maintain basic workplace hygiene
 - assist in performing administrative functions

Skills/Qualifications:

1. Ability to lift up to 50 pounds
2. Customer service skills
3. Cultural competency
4. Desirable: ability to speak a Southeast Asian language

Duration: 12 months

Frequency: 4-days per week (Mon-Thurs)

Length: 3-6 hours per day

Contact: Dean Porter, 612.767.3682



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