

SERVICE-LEARNING YELLOW PAGES PLACEMENT SITE

Updated: 7/29/24

Name of Agency: Diocese of Olympia Refugee Resettlement Office

Volunteer Site Address: 515 B Street NE, Auburn, WA 98002

Mailing Address: same

Agency Hours: M-F 9am-5pm

Contact: Jessie Hansen

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Website: <http://www.diocesseroseattle.org/>

BEST WAY TO APPLY (phone, e-mail, drop-in): Email

Agency Description:

Founded in 1978, Diocese of Olympia's Refugee Resettlement Office (RRO), an affiliate of Episcopal Migration Ministries and the Episcopal Diocese of Olympia, serves refugees and asylees in the Seattle area. Our clients come to us from anywhere in the world seeking guidance and assistance in building a new life in America and achieving economic self-sufficiency. Our mission is accomplished through resettlement, job placement activities, and business development programs that promote self-employment.

Position Descriptions:

REFUGEE RESETTLEMENT CASEWORKER ASSISTANT: In person. Assist case managers with the day-to-day activities at the office as well as apartment set-up, gathering household supplies, applying for social services, school enrollment, organizing community drives and outreach.

ESL TUTOR: Work with a client one-on-one via Zoom to practice their English skills and develop vocabulary.

JOB DEVELOPMENT ASSISTANT: In person and virtual options available. Apply for jobs, practice mock interviews, help clients attend interviews and job fairs.

Days and hours students can serve in this position:

Resettlement Caseworker Assistant: Monday-Friday 9am-5pm

ESL/Job Development: Anytime

Minimum time commitment required of volunteers:

16-20 hours/quarter

What qualities, abilities and skills are important to your agency?

All roles require patience, empathy and a commitment to helping and serving others. Our office culture is relaxed and informal. We are as serious about having fun as we are about helping.

- Computer skills: Microsoft Office, Google applications
- Strong English skills
- Ability to interact with people from a variety of cultures and backgrounds
- Be on time and consistent

Is volunteer orientation provided? Yes

Length of time students should budget for it: 30 minutes

Is volunteer training provided? Yes

Length of time students should budget for it: 2 hours

Is on-site supervision provided? Yes, as needed

Number of Service-Learning position available per quarter: 4

**Please return to: Service-Learning Program, Seattle Central College,
1701 Broadway, BE1117, Seattle, WA 98122**