**Examples of IRC Remote or No- Contact Opportunities**

A list of remote volunteer opportunity examples. Please also refer to the following resources:

* [Managing Virtual Volunteers](https://rescue.box.com/s/gu4k99v3u1vpv2ij3gamvjg4s0gfci5y)
* [Remote Volunteers: Dos & Don’ts](https://rescue.box.com/s/wumzdalmpsvjfzaa2o94zdb7wrat9cye)

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| **Remote Opportunities** |  |  |
| **Volunteer Activity** | **Resources Needed** | **Staff Involvement** |
| **Title**: E-Gift Card Drive/Donation**Description**: Volunteers purchase an E-gift card and send to IRC staff. Staff then use the gift card to purchase essential items (i.e. groceries, diapers, etc.) for clients**#of Vols Needed**: TBD | * List of type of E-gift cards that can be sent
* Email of IRC staff who will receive gift cards
* Example list of items that will be purchased
 | 1. Development Staff- to manage donation
2. Program staff- to provide list of needs
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| **Title**: Make CDC recommended Face Masks**Description**: Following [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf) make masks that will be distributed to IRC staff, clients, and volunteers. Masks should be made with medical grade fabric, or at least quilt/100% cotton multi-layer fabric following CDC guidelines.**#of Vols Needed**: #of vols will vary per office | * CDC guidelines on making masks
* POC for office to receive masks
* Storage
 | 1. Program staff
2. Volunteer Coordinator
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| **Title**: Family Mentor**Description**: Family mentors connect with clients via virtual platforms (i.e. phone, FaceTime, Google Hangout, Skype, Whats App, Zoom) to provide resources and support.**#of Vols Needed**: Positions are filled with current volunteers; offices may expand in coming months**Time Commitment:** 2-5 hours a month | * Clients and volunteers have access to virtual tools (i.e. smartphone, Wifi, etc).
* Clients and volunteers understand how to use technology tools to communicate
* Training provided by staff, to include list of activities clients and volunteers can work on together
 | 1. Program staff
2. Volunteer Coordinator
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| **Title**: Youth Tutor**Description**: Youth tutors connect with refugee youth via virtual platforms (i.e. phone, FaceTime, Google Hangout, Skype, Whats App, Zoom) to provide resources and support.**#of Vols Needed**: Positions are filled with current volunteers; offices may expand in coming months**Time Commitment:** 1-3 hrs a week | * Tutors and youth have access to virtual tools (i.e. smartphone, Wifi, etc).
* Tutors and youth understand how to use technology tools to communicate
* Training provided by staff, to include list of activities tutors and youth can work on together
 | 1. Youth Program Staff
2. Volunteer Coordinator
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| **Title**: Census Outreach Volunteer**Description**: Volunteers reach out to clients by phone to provide resources and information about the Census**#of Vols Needed**: TBD**Time Commitment:** 1-2 hrs a week | * Access to phones
* Training provided by staff, to include speaking points

  | 1. Civics, Immigration Staff
2. Volunteer Coordinator
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| **Title**: Employment Volunteer**Description**: Volunteers review resumes and assist clients in applying for jobs.**#of Vols Needed**: TBD by office**Time Commitment:** 2-5 hours a month | * Clients and volunteers have access to virtual tools (i.e. smartphone, Wifi, etc).
* Clients and volunteers understand how to use technology tools to communicate
* Training provided by staff
 | 1. Employment Program Staff
2. Volunteer Coordinator
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| **Title**: Record (video or audio) yourself reading a children’s book in another language**Description**: Volunteers read one of the listed children’s books in one of the listed languages to be shared with IRC students and youth.**#of Vols Needed**: TBD by office**Time Commitment: TBD** | * Volunteers have access to virtual tools (i.e. smartphone, Wifi, etc).
* Volunteers understand how to use technology tools to communicate
* Volunteers follow the framework provided by IRC
* Instructions and framework provided by staff
 | 1. Engagement Officer
2. Education and Learning Department
3. Program staff
4. Development staff
5. Volunteer Translators/Interpreters
6. Volunteer Coordinator
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| **Title**: Volunteer Interpreter/Translator**Description**: Interpreters/translators connect with clients and IRC staff via virtual platforms (i.e. phone, FaceTime, Google Hangout, Skype, Whats App, Zoom) to provide support.**#of Vols Needed**: Positions are filled with current volunteers; offices may expand in coming months**Time Commitment:** Varies | * Clients and volunteers have access to virtual tools (i.e. smartphone, Wifi, etc).
* Clients and volunteers understand how to use technology tools to communicate
* Orientation and training provided by staff
 | 1. Program staff
2. Volunteer Coordinator
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| **No- Contact Opportunities** |  |  |
| **Title**: Delivery Volunteer**Description**: Volunteers pick-up in-kind items and deliver items to client homes (I.e. groceries, etc.)**#of Vols Needed**: TBD by office**Time Commitment:** Varies | * Instructions and safety guidelines provided by staff
 | 1. Development Staff- to manage donation
2. Program staff- to provide list of needs
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