



CATHOLIC  
COMMUNITY  
SERVICES

## In-Office Volunteer

### **WHAT EXACTLY DOES CCS DO?**

As a refugee resettlement agency, we guide newly arrived refugees through the process of initial resettlement, providing them with support on their journey toward self-sufficiency. Simply stated, we work with landlords around the valley to find them housing, arrange furniture and household supply donations within the community, get them set up with temporary government benefits, set up health screenings and medical appointments, assist in finding jobs, and provide them with a case manager to teach them how to do these things instead of simply doing it for them.

### **WHAT IS THE PURPOSE OF THE REFUGEE YOUTH SERVICES VOLUNTEER?**

The purpose of the In-Office Volunteer is to assist CCS staff members with their efforts to support newly arrived refugees. This role helps provide extra support to staff that they may need.

### **WHAT IS MY ROLE IN ALL OF THIS?**

We expect In-Office Volunteers to reinforce the work of CCS by supporting staff in their work to help clients. This opportunity includes both direct and indirect service to clients. Your role will consist of working with a specific CCS department to help them best serve clients. We will provide you with resources to assist you in your efforts.

### **WHAT KINDS OF THINGS WILL I BE WORKING ON?**

Activities may vary depending on the staff's needs, but here are some things that are done often:  
Supporting the Job Development team to help clients with job applications and locating openings.  
Working with case managers to update case files.  
Coordinating with the health team to provide transportation to health appointments.  
Any other assigned tasks from staff.

### **WHAT DOES IT TAKE TO QUALIFY FOR THIS POSITION**

- Must be 18+ years old
- Complete volunteer onboarding and pass a background check
- Access to an automobile or reliable transportation – if you plan on driving
- Current driver's license, auto insurance, and a good driving record – if you plan on driving

### **WHAT IF I WANT TO BRING MY KIDS, AND THEY ARE UNDER 18?**

Since this opportunity is in-office, it is not suitable for children under 18. We suggest looking into another volunteer opportunity if you are interested in including your children.

### **IS DRIVING REQUIRED?**

No, but as an in-office volunteer it may prove to be beneficial. To receive driving clearance, you must have a current driver's license and the amount of bodily injury coverage you have must be equal to or greater than \$50,000/\$100,000.

### **WHERE DOES THIS ALL-TAKE PLACE?**

This opportunity takes place at our CCS office, located at 224 N 2200 W Salt Lake City, UT 84116.

**WHAT KIND OF TIME COMMITMENT IS THIS?**

The time commitment for this opportunity is flexible, based on what you can commit. We recommend between 2-10 hours a week.

**DO I HAVE TO DO THIS ON MY OWN?**

Not at all! All staff at CCS are here to support you. When you begin volunteering, a staff member will show you what you will be doing and be there to support you.

**WHAT UPFRONT COSTS SHOULD I KNOW ABOUT?**

None! However, a \$53.25 donation is requested to cover your background check during the onboarding process. If your budget is tight, you can request this fee to be waived.

**WHO IS MY SUPERVISOR?**

Ermina Mustafic, the Volunteer Supervisor, will be your supervisor. If you have any questions about what has been explained, please do not hesitate to contact her by phone at (801) 428-1312, or by email at [emustafic@ccsutah.org](mailto:emustafic@ccsutah.org).

The last thing to note... **THANK YOU FOR BECOMING A CCS VOLUNTEER!**