



MINNESOTA COUNCIL OF CHURCHES
refugee services

Volunteer Position Description

(612) 230-3219 • rsvolunteers@mnchurches.org

Position Title: Service Project Coordinator

Position Description: Looking for a way to get involved in Refugee Services and help out Minnesota's newest families, but aren't able to set a regular schedule? Great at rallying support? Think about coordinating a service project through Refugee Services!

Service Project Coordinators can be church group leaders, teachers, scouts, team captains, or anyone who is interested in welcoming refugees to Minnesota in a tangible way. Service Project Coordinators can run coat drives, linen drives (including blankets, sheets, pillows, and towels), or furniture drives. They can hold fun fundraisers, lead discussion groups, or create Welcome Baskets filled with all the items that a refugee family needs to begin a new life in Minnesota. The sky's the limit!

Training: Service Project Coordinators will receive a general volunteer orientation with the Volunteer Coordinator. They will also have a chance to get whatever resources (manuals, speakers, literature, donation lists, etc.) they need to make their project a success!

Supervision: Service Project Coordinators can always check in with the Volunteer Coordinator if they have questions. As their project progresses, they will talk with the Volunteer Coordinator to discuss the end of their project (e.g. dropping off donations with Refugee Services, bringing a Welcome Basket to a family, inviting a speaker to a closing discussion).

Time Commitment: Service projects can last as long as the Service Project Coordinator wants them to. Discussion groups may last for several weeks, meeting once a week; donation drives might last from one to three weeks; and so on.

Location: Refugee Services is located in the Minnesota Church Center, located in 122 W. Franklin Avenue in South Minneapolis. Service projects can be completed wherever the Service Project Coordinator desires!

Qualifications:

- Enthusiasm and determination
- Willingness to see a project through to completion
- Creativity
- Flexibility

To apply, please contact the Volunteer Coordinator at rsvolunteers@mnchurches.org.