

# Volunteer Job Description

American Red Cross

North Texas Region

**Position Title:** International Services: Outreach Intern - Metro

**Reports to/Partners with:** IS Program Manager/Volunteer Partner

## Position Summary

*\*Please describe this position and explain how it supports the overall Red Cross mission.*  
The International Services outreach intern will conduct research on international agencies, migrant communities, populations to develop a volunteer outreach team and conduct Outreach throughout the North Texas Region in order to promote the American Red Cross' Restoring Family Links program (RFL).

## Specific Job Duties

*\*Please list the specific responsibilities associated with this volunteer position.*

- Travel to and from area offices throughout the region, conducting presentations and short lectures
- Conduct thorough research into target audiences for RFL throughout the North Texas Region.
- Map areas based on perceived or documented need for RFL services
- Develop IS RFL volunteer team and train to conduct outreach to agencies within the region
- Work directly with the IS Program Manager/Volunteer Partner and area Volunteer Services personnel
- Train volunteers in RFL Casework and Outreach

## Availability

## Requirements

*\*Please specify time requirements (# hours, on-call, shifts, etc.) and location (office vs. virtual).*

- Applicant must be available to travel throughout North Texas Region
- Ability to work from (split time between) office/remotely 15-30hrs/week: McKinney and Dallas offices and location of presentations.
- Travel will be reimbursed

## Required

## Skills/Experience

*\*Please list the skills, talents, experience or certifications needed to be successful in this position.*

- Applicant **must** be willing/able to travel within the North Texas Region
- Strong interpersonal, communication and listening skills
- Interest in working with an internationally diverse population and ability to do so keeping in practice with the Fundamental Principles
- Current college/university student within an applicable field of study (International Relations/Studies, Public Health, Sociology, Community Development, etc) with experience in research preferred
- Proficient with the complete line of Microsoft Office products (Word, PowerPoint, Excel, Access, Outlook) and reasonable comfort level with learning proprietary software systems utilized within the American Red Cross

## Required

## Training/Development

*\*Please list specific training the volunteer will receive (include length of trainings).*

- **All training will be conducted after selection of applicant has been made**
- New Employee and Volunteer Orientation (NEVO online course)
- Restoring Family Links (online course)
- Humanity in the Midst of War: An Introduction to International Humanitarian Law (Classroom)

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North Texas Region

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name (Volunteer)

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Signature (Volunteer)

Date