



VOLUNTEER POSITION DESCRIPTION: Parent Language Liaison

Position: Parent Language Liaison, Volunteer role

Location: Virtual and/or in person serving Washington, DC; Montgomery County, MD; Fairfax County, VA

Compensation: Volunteer, unpaid

Asian American LEAD Youth Leadership Empowerment and Development (AALEAD) is a youth development organization. Our mission is to support low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after school, summer, and mentoring programs. **For more information, please visit our web site at www.aalead.org.**

AALEAD's Youth Mentoring Program primarily serves low-income Asian American and Pacific Islander and immigrant youth in DC, Montgomery County, and Fairfax County. Youth are paired with a volunteer mentor for a minimum of one year.

The Parent Language Liaison Volunteer will assist the Mentoring Program Manager by providing language support, written and/or spoken, in any Asian language. AALEAD has a priority need for language assistance in Mandarin, Vietnamese, and Korean. The Parent Language Liaison volunteer will primarily support by communicating with parents in their native languages (e.g. Mandarin, Korean, Vietnamese, Cantonese) throughout the program enrollment process and for periodic check-ins. The Parent Language Liaison Volunteer reports to AALEAD's Mentoring Program Manager.

Additional hours may be scheduled based on youth and staff needs. Hours are subject to change based on youth and parent schedules and availability.

General Duties and Responsibilities:

- Aid Mentoring Program Manager in parent communications via phone and video calls including:
 - Recruitment Calls to potential mentee parents to provide Mentoring Program information
 - Enrollment Calls to parents of prospective and current mentees
- Serve as an interpreter at Mentor/Mentee Match Meetings; provide all information to parent in language and support with completing paperwork
- (Optional) Translate Parent, Youth & Mentor Outreach documents from English to an Asian Language

Time Commitment:

- Flexible commitment translate / make calls as needed
- Set schedule with Mentor Program Manager, ranging from 0.5 to 5 hours per week

Volunteer Benefits:

- Flexible scheduling
- Gain experience in areas of education and community-based non-profit work
- Learn about Asian American and Pacific Islander community
- Have fun and be connected to the community
- Invitation to occasional volunteer appreciation events or activities
- Earn community service hours for school or work

Requirements:

- Volunteers must be at least 18 years old
- Adhere to school district volunteer policies regarding background checks, and additional training

How to apply:

- Complete the online [AALEAD Volunteer Application](#) and be sure to include your weekly availability
- Email Hannah Cheyney, Mentoring Program Manager, at hcheyney@aalead.org with any questions