

/ VOLUNTEER OPPORTUNITIES /



ALL ROUNDER VOLUNTEER

FULL-TIME

MINIMUM COMMITMENT: 3 MONTHS

ABOUT SCALABRINI VOLUNTEERS

Scalabrini is a Cape Town based NGO that offers specialised services to Migrants, Refugees and South Africans. Scalabrini's services focus in four key areas including:

Para-legal advice office | Advocacy and Knowledge Sharing
Socio-economic Integration | Well-being and Welfare

Scalabrini's mandate is to support integration and advocate for human rights, we achieve this through a holistic approach that considers all basic needs.

Integral to the success of Scalabrini is the work that our volunteers do in the centre. Each year, we welcome both local and international volunteers who work in all areas of our programs. Without the commitments of volunteers we would not be able to reach as many clients as we do and provide many of the services they have access to.

By choosing to volunteer with Scalabrini you will

- **Work directly with clients.**
- **Be mentored and supported by highly qualified and experienced team.**
- **Develop a deeper understanding and knowledge in the field of migrant populations in South Africa.**
- **Develop various skills in your area of interest.**
- **Be part of a small organisation making meaningful impact to those we serve.**

VOLUNTEER YEARLY IMPACT...



50 volunteers



50 000 hours of service



**impacting 6000
Scalabrini Clients**



ALL ROUNDER VOLUNTEER OVERVIEW

In order for a multifaceted NGO like the Scalabrini Centre to run smoothly, we need the assistance of capable, willing, and flexible interns to assist with a variety of day to day tasks. From photocopying to teaching, organizing files to minute taking, this position introduces you to a wide range of duties while familiarizing you with all the different aspects of our organization!

Tasks may include but not limited to:

- English School: Filling in for absent English School teachers, tutoring students, assisting with extra-curricular activities where needed and providing English School resource support.
- Reception: Covering the reception area for a period of time daily when the receptionist is away from the desk; assisting the Receptionist with various tasks.
- Programme Support: Assisting various Scalabrini programmes where needed; joining the Employment Help Desk team when shorthanded, providing support to our Women's Platform, attending meetings and events on behalf of Scalabrini when necessary.
- General: Wherever and whatever help is needed. This may include data entry, running errands, making photocopies, helping out with day to day tasks to ensure all the projects of the Centre can run smoothly.

Skills and attributes needed

- Pro-active engagement and willingness to get involved in Scalabrini's various activities
- Independent and very flexible, able to deal with changing daily needs of the organization.
- Good oral and written communication skills in English (French an advantage).
- Enjoy working with people of different cultures
- An effective All-Rounder has an upbeat attitude and enthusiasm for all levels of NGO involvement, from the repetitive and mundane to highly demanding and independent projects

Commitment

We require a minimum commitment of three months, Monday - Friday 08:30 - 16:30.



CLARA COETZEE

All Rounder volunteer

"I've learned not only to work with a large number of different people, which is something to get used to, but also to connect with a people from a variety of backgrounds, with different language levels and then how to navigate that."