

/ VOLUNTEER OPPORTUNITIES /



Scalabrini  
Centre of Cape Town

# EMPLOYMENT ACCESS PROGRAMME 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**



# EAP VOLUNTEER OVERVIEW

The Employment Access Programme is essentially about finding sustainable employment opportunities, sponsoring training, and empowering communities by building skills. If you choose to volunteer with EAP, you'll spend most of your time working on the Employment Help Desk (EHD). The EHD is open daily from 9am-12pm, and allows clients to create CVs, make job applications, use the phone or fax machine or access their email.

## Tasks may include but not limited to:

- Assisting clients in finding employment
- Develop and design client CVs
- creating e-mail accounts for clients
- assistance with employment-related phone, fax, scan and e-mail services and job applications
- Facilitate various workshops
- managing the PC lab so that clients can complete job searches and applications
- capturing and collecting data to be entered and updated in the database
- Open to various tasks such as conducting telephonic surveys as well as all sorts of other admin and projects

## Skills and attributes needed

- Patient, diligent, and have a good eye for detail
- Self-motivated, self-disciplined and hardworking
- PC literate (highly proficient at Microsoft Word, Excel, and internet)
- Good oral and written communication skills (English essential, French an advantage)
- Excellent administration skills
- Interest in interacting with people from different backgrounds and cultures
- Client orientated and passionate about serving Scalabrini clients in their pursuit toward self-reliance in South Africa.
- respect and understanding of our client's circumstances, while maintaining professional boundaries.

## Commitment

**We require a minimum commitment of three months, Monday to Friday 8:30am – 4:30pm**

## MEET KETHLYN

EAP Volunteer

"The team reminds me every day of how important it is to keep the passion alive, and to not be afraid to pursue my goals and dreams. I hope that the clients too feel the same energy when they meet us, because they are amazing individuals too, and they just need the right opportunity to prosper."



For more information or to apply to be a Scalabrini Centre Volunteer, please contact Vivienne Evert at [operations@scalabrini.org.za](mailto:operations@scalabrini.org.za) or +27 21 465 6433