

/ VOLUNTEER OPPORTUNITIES /



# ENGLISH SCHOOL OFFICE VOLUNTEER

PART-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...



**36 volunteers**



**20 000 hours of service**



**impacting 6000  
Scalabrini Clients**





# ENGLISH SCHOOL OFFICE ASSISTANT VOLUNTEER OVERVIEW

The English school assistant volunteer is integral to the operational success of the English School. You will need to think with the office team and be part of many of the practical and administrative tasks necessary for an environment with large client numbers and relatively high staff turnover. The intern in the office is valued as a thinking partner in the school and is a part of the collective decisions, which sometimes have to be made in the moment of operation.

## Tasks may include but not limited to:

- Work along side the coordinator to keep the administrative system of the school functioning smoothly.
- Volunteer candidates must be willing to help and lend a practical hand where needed.
- Accurate register recording.
- Preparation of venues and materials for ad hoc courses and events and assist in maintaining these venues.
- Editing.
- Accurate printing and distribution of documents
- Teaching (Depending on placement test, English language ability and understanding of English language structure and function).
- For the phase in which the English school is, the intern sometimes needs to undo and redo tasks as we try to continuously refine our operating system.

## Skills and attributes needed

- Confident in using a computer.
- Team worker.
- Reliable.
- An understanding of the respectful principles of adult learning.
- A servant-leadership disposition is important in order to be able to effectively deal with many and diverse people in a fluctuating environment.
- Hard working and dedicated to serving our clients and work alongside a diverse team.

## Commitment

**We require a minimum commitment of 20 - 40 hours per week.**

**\* Please note this is an unpaid position**

## MEET VICTORIA

2018 English School Volunteer

Working with the Scalabrini team has been a real pleasure. I was given meaningful responsibilities and independence in my tasks. On a personal level, this experience has helped me meet and work with a huge diversity of people, from the staff to the clients. I learnt more about other people as well as learning more about myself".



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