

## VOLUNTEER APPLICATION PROCESS

Thank you very much for your interest in our organisation! Please familiarize yourself with our Volunteer Process:

- **Programmes:** We look for volunteers with specific skill sets that match our programmes.
  - Please have a look at our various programmes on our website and apply for the project that match your skill set. Website: [www.scalabrini.org.za](http://www.scalabrini.org.za)
  
- **Personal information:** We are fortunate to receive many qualifying applications for volunteering from all over the world. Although we are very grateful for the constant flow and keen interest from interns and volunteers, we do not always have the capacity within our programmes to accommodate all qualifying applicants.
  - Please send us your CV, passport/ID, permit (if applicable)
  - Complete the Volunteer Information Sheet [A cloud-based online application will be made available soon where documents can also be uploaded.]
  - Confirm the programme you are interested in.
  - Email address for volunteer applications: [ivolunteer@scalabrini.org.za](mailto:ivolunteer@scalabrini.org.za)
  
- **Periods & capacity:** We accept volunteers for periods 5 months and longer, due to the nature of our work. We do ongoing capacity planning, as volunteers come and go.
  - Please tell us when you will be available (start & end date).
  
- **Selection & placement:** An initial selection and interview process applies, followed by a written volunteer acceptance (should your application be successful).
  - **Should you be selected** as a potentially suitable candidate for a specific programme, the HR Manager will do an introduction between that programme manager and yourself, who will then conduct a *virtual interview* with you.
  - **Timeline expectations:** Please allow time for this application process, as programme managers are extremely busy with day-to-day operations of their programmes. We will do our best to provide you with feedback on your application within 2-3 weeks from receiving a complete application.
  - **Should your volunteer application be approved**, you will be required to do the following training:  
  
**Prevention of Sexual Exploitation and Abuse ONLINE TRAINING immediately:** <https://agora.unicef.org/>  
(1) You will need to **register** first. Once registered, follow these steps: (2) Click on **Menu** (3) Browse **Learning Activities** (4) **Catalogue** (5) A search button will appear, type in **PSEA** and choose **Advanced E-Course (PSEA)** (6) Go and click on the course, and enroll. (7) After completion, **please send us (or upload) your PSEA Certificate.**
  - Please provide us with a **Police Clearance Certificate.**

Check out Scalabrini Accommodation on Airbnb:

[https://www.airbnb.co.za/users/433925379/listings?user\\_id=433925379&s=5](https://www.airbnb.co.za/users/433925379/listings?user_id=433925379&s=5)