

/ VOLUNTEER OPPORTUNITIES /



Scalabrini
Centre of Cape Town

EMPLOYMENT ACCESS 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...



20 000 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:

- Creating CV's and cover letters for clients.
- Assisting clients face to face or via WhatsApp, SMS, and email with job applications, answering employment-related queries, and interview preparation.
- Conducting individual client consultations, employability assessments, and assisting with job applications.

Skills and attributes needed

- Cultural sensitivity and ability to work with people from diverse backgrounds.
- Excellent communication skills (verbal and written) in English.
- French would be an added advantage.
- PC literate (highly proficient at Microsoft Word and Excel).
- Willingness to continuously learn and grow.

Commitment

We require a minimum commitment of three months for this position. Monday to Friday 8:00am – 3:30pm



RACHEL

EAP Volunteer

"I learned so much about myself, how I interact with clients and supervisors, and what kind of work environment I thrive best in."

For more information or to apply to be a Scalabrini Centre Volunteer, please send an email to ivolunteer@scalabrini.org.za or call +27 21 465 6433