

# Volunteer Coordinator

Job posted by: [help2kids](#)

Posted on: April 22, 2013

Status: Expired

Posting Status:

## Job description

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## Volunteer Coordinator in Dar es Salaam, Tanzania

help2kids is looking for a motivated intern for the role of Volunteer Coordinator. Gain great experience working with a small NGO in Tanzania!

help2kids is a young, dynamic organization located in Dar es Salaam, Tanzania's largest city. We help orphans by providing food, shelter, and lots of love at our children's home. We help the community by working with and providing budgetary support to a local nursery and primary school. We promote sustainable development and socially responsible tourism by feeding the profits from our guest house back into our projects.

We are currently seeking a Volunteer Coordinator to manage our growing team of enthusiastic volunteers. In this role you would be responsible for all aspects of our volunteer program, including the application process, orientation, scheduling, and team-building events.

To learn more about us, please visit [www.help2kids.org](http://www.help2kids.org) and [www.friendlygecko.com](http://www.friendlygecko.com).

### Tasks

#### Volunteer Coordination

- Coordinate all volunteer pre-arrival and post-arrival administration, including answering volunteer inquiries, updating volunteer platforms and calendars, following a step-by-step volunteer intake process, sending invoices, confirming airport pick-up, sending volunteer certificates, surveys, requests for sponsorship, etc.
- Create orientation and country introduction for new volunteers.
- Create and coordinate volunteer schedules, timetables, and meetings.
- Work with project managers to ensure that volunteers are integrated into projects, being useful, and having a good experience.

- Help volunteers plan and implement events such as field trips, theme weeks, etc.
- Conduct site visits and provide on-site support to volunteers at our various projects.
- Provide constant motivation to volunteers and work to continually improve their experience.

## Qualifications

Things we are looking for in the ideal candidate:

- Fluency in English (Additional languages - Swahili, German, and / or French - preferred)
- Exceptional written and oral communication skills
- Strong interpersonal and team building skills
- A passion for working with children and youth
- Ability to work with limited resources in a sometimes challenging environment
- Ability to cultivate enthusiasm in others
- Flexibility and willingness to chip in where needed
- Proficiency in Microsoft Office
- Work well under minimal supervision and be self-motivated
- Work well with team of local staff, foreign staff and international volunteers
- Be willing to live on-site at the children's home in an en-suite room shared with one other intern. Must be willing to participate in the children's lives in a positive way and set a good example by your behavior at all times
- Commitment of at least one year
- Previous development experience preferred
- Previous experience living in Africa preferred
- University graduate preferred

## How to apply

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Send your cover letter and CV to [info@help2kids.org](mailto:info@help2kids.org) by the closing date. Mention Volunteer Coordinator Position in the subject field. Only candidates selected for an interview will be contacted. We thank you in advance for your interest in the position.

Please note: we are looking for a candidate who is able to start as soon as possible, but will consider applicants who can begin before July 1st, 2013. Please mention your available start date in your cover letter.

## Location

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P.O. Box 35936, Dar es Salaam, Dar-es-Salaam, Tanzania

## Details

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Start date

May 20, 2013

Application deadline

May 10, 2013

Note: this date has passed

Education requirements

4-year degree

Languages needed

English

Employment type

Full time

Professional level

Entry level

Salary details

unpaid

Benefits

Volunteer permit, food and housing provided at our children's home

Job function

Management, Direct social services, Education, Administration, Project management

Owner's areas of focus

Primary School, Community development, Philanthropy, Social enterprise, IT-Tuition, Tuition, Orphanage Volunteer, Human services, teaching, Orphanage, Volunteering, IT-Skills, Poverty and hunger, Youth, Housing and homelessness, English, Children's home, Orphanage Volunteering, Engl, Family, Primary, Health and medicine, Nursery School, Education





# Marketing Manager / Children's Home Assistant Manager

Job posted by: [help2kids](#)

Posted on: April 22, 2013

Status: Expired

Posting Status:

## Job description

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## Marketing Manager / Children's Home Assistant Manager in Dar es Salaam, Tanzania

help2kids is looking for a motivated intern for the role of Marketing Manager / Children's Home Assistant Manager. Gain great experience working with a small NGO in Tanzania!

help2kids is a young, dynamic organization located in Dar es Salaam, Tanzania's largest city. We help orphans by providing food, shelter, and lots of love at our children's home. We help the community by working with and providing budgetary support to a local nursery and primary school. We promote sustainable development and socially responsible tourism by feeding the profits from our guest house back into our projects.

We are currently seeking a Marketing Manager / Children's Home Assistant Manager to manage our growing marketing needs and to assist at our children's home. In this role you would be responsible for marketing and fundraising, as well as helping with various tasks at our children's home. This is a great position for someone who is passionate about improving children's lives, social media savvy, and a good writer /editor (no prior fundraising experience required).

To learn more about us, please visit [www.help2kids.org](http://www.help2kids.org) and [www.friendlygecko.com](http://www.friendlygecko.com).

### Tasks

Marketing and Fundraising (50 percent)

- Post regular social media updates and write bi-monthly blog about our projects
- Write funding proposals, as requested by Board of Directors
- Pursue fundraising opportunities within Tanzania
- Update and improve website content
- Post volunteer reviews and update content about our programs on various platforms
- Other marketing and fundraising tasks, as requested

#### Children's Home Assistant Manager (50 percent)

- Work closely with Children's Home Director and staff to ensure adherence to schedule, cleanliness, and rules
- Participate in the children's daily routine and lives – help with homework, cleaning, bedtime preparation, etc.
- Interact with the children and work to continuously improve the quality of their lives through creative programming, support, and love
- Assist with administrative tasks, as requested

#### Qualifications

Things we are looking for in the ideal candidate:

- Fluency in English (Additional languages - Swahili, German, and / or French - preferred)
- Exceptional written and oral communication skills
- A passion for working with children and youth
- Ability to work with limited resources in a sometimes challenging environment
- Flexibility and willingness to chip in where needed
- Proficiency in Microsoft Office
- Comfortable working with basic web programs
- Work well under minimal supervision and be self-motivated
- Work well with team of local staff, foreign staff and international volunteers
- Be willing to live on-site at the children's home in an en-suite room shared by one other intern. Must be willing to participate in the children's lives in a positive way and set a good example by your behavior at all times.
- Commitment of at least one year
- Previous development experience preferred
- Previous experience living in Africa preferred
- Be a university graduate

#### How to apply

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Send your cover letter and CV to [info@help2kids.org](mailto:info@help2kids.org) by the closing date. Mention Marketing Manager / Children's Home Assistant Manager Position in the subject field. Only candidates selected for an interview will be contacted. We thank you in advance for your interest in the position.

Please note: we are looking for a candidate who is able to start as soon as possible, but will consider applicants who can begin before July 1st, 2013. Please mention your available start date in your cover letter.

#### Location

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P.O. Box 35936, Dar es Salaam, Dar-  
es-Salaam, Tanzania

## Details

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### Start date

May 20, 2013

### Application deadline

May 10, 2013

Note: this date has passed

### Education requirements

4-year degree

### Languages needed

English

### Employment type

Full time

### Professional level

None specified

### Salary details

unpaid

### Benefits

Volunteer permit, food and housing  
provided at the children's home

### Job function

Writing and editing,  
Direct social services, Management,  
Fundraising, Marketing,  
Administration, Advertising, Education

### Owner's areas of focus

Primary School,  
Community development,  
Philanthropy, Social enterprise,  
IT-Tuition, Tuition,  
Orphanage Volunteer,  
Human services, teaching, Orphanage,  
Volunteering, IT-Skills,  
Poverty and hunger, Youth,  
Housing and homelessness, English,  
Children's home,  
Orphanage Volunteering, Engl, Family,  
Primary, Health and medicine,  
Nursery School, Education

