

**VOLUNTEER CENTRE
SOUTH AFRICA**

WORK PROFILE

2010-11

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The lists that follow are some of the current projects allocated for our ICYE volunteers. Included are some background information of the organisation and some information of the communities that they are found in.

Durbanville Children's Home	
THE PROJECT	<p>The Durbanville Children's Home is a non profit organisation (NPO no 011 -8911) and a programme of BADISA – a joint ministry of the DR Church and the URCA. They have 40 paid staff and 144 children in their care, who have all been found in need of care by a court order according to the Child Care Act .Children, are removed from their homes and placed with the children's home due to neglect, abuse or abandonment. Their main focus is to create a safe, developmental and therapeutic environment for all children and to provide love and care by using qualified and trained staff and volunteers in all aspects of the home.</p> <p>Main Focus includes</p> <ul style="list-style-type: none"> • Teaching life skills and behaviour management • Structural routines and formal schooling • Emotional support and therapeutic interventions • Opportunities and activities to develop strengths • Spiritual and moral development • Safety, hygiene, balanced meals, appropriate clothing and personal necessities • Basic Health care • Spiritual, physical, educational and emotional wellbeing <p>As set out in the Welfare policy the Social Development and Training Skills Program at the Durbanville Children's Home provide critical services to ensure that:</p> <ul style="list-style-type: none"> • They provide a safety net for the very poor. • Assist children with potential to develop and attain self-reliance. • Assist to decrease the percentage of those depending on the state for hand-outs. <p>The Children's home ultimately strive to create a safe healthy environment for each of the 144 children in their care and assist them in developing into responsible happy adults.</p>

<p>DESCRIPTION OF THE LOCAL COMMUNITY</p>	<p>Durbanville is a residential suburb and wine producing area in the northern suburbs of <u>Cape Town, South Africa</u>.</p> <p>Durbanville was originally known as Pampoenkraal (from the Dutch <i>pampoen</i> meaning <u>pumpkin</u>, and <i>kraal</i> meaning an enclosure for livestock). It was founded in 1806 around a spring and was primarily a watering station for travelers between Cape Town and the interior. Its name was later changed to d'Urban in honour of the then governor of the <u>Cape Colony, Benjamin d'Urban</u> in 1834. This name was later changed to Durbanville in order to avoid confusion with <u>Durban</u> - a major port city in <u>KwaZulu-Natal</u> in the east of <u>South Africa</u>.</p> <p>One of the attractions of Durbanville for outsiders is its <u>wine route</u>. The wine cellars include Altydgedacht, Bloemendal, D'Aria (Poplars), De Grendel, Diemersdal, Durbanville Hills, Hillcrest, Nitida and Meerendal. The soil has high clay content and is particularly suited to Sauvignon Blanc.</p> <p>The past 10 years has seen a rapid expansion of Durbanville, mainly to the North, with new areas like Uitzicht being developed.</p> <p><u>Afrikaans</u> and <u>English</u> are the main languages spoken in Durbanville. In the past Afrikaans predominated culturally, but this has changed with the rapid development of the town. The principal religion of the population is <u>Christianity</u> with a wide variety of churches in the community.</p> <p>The town has various sporting venues including a superb 18 hole golf course, soccer, rugby and cricket fields. The community has taken a keen interest in developing these sports. Durbanville Rugby Club - <u>DBRugby</u></p> <p>As the area has a very low crime rate it has become very popular and the price of residential property has increased over 400% in the last 10 years and is still growing. The town has two public high schools - Durbanville High School (an Afrikaans medium school) and <u>Fairmont High</u> (an English medium school). There are numerous primary schools including Durbanville Preparatory, <u>Durbanville Primary</u>, <u>Eversdal Primary</u>, Gene Louw Primary and <u>Kenridge Primary</u>. The area also has a number of private schools - <u>Curro</u>, <u>Chester House</u> and <u>El Shaddai Christian School</u>.</p>
<p>TYPE OF WORK</p>	<p>Volunteers assist in absolutely every aspect of running the home. Volunteers are able to work in childcare sectors, logistics or office /admin positions as well as marketing</p>

and fundraising. Work areas for volunteers are chosen based on their talents, interests, personalities and future study plans. The organisation try to offer an experience that will be most beneficial to there chosen fields of study. Volunteers act as extension to staff and allow the workers to focus on their job descriptions. Volunteers provide that extra care for the children.

Areas of work include:

Childcare – assisting qualified childcare workers in 12 different houses to care for 144 children in total. This includes both day and night shift.

Sports programme – motivating children to become involved, attending games, coaching, assisting with transport, assisting with the admin and logistical procedures.

Education - library, homework programme and computer centre training

Driving – driving to and from 24 schools daily, collecting of food donations, and driving children to clinics, hospitals and court.

Admin Office - volunteers assist with management of volunteer programme, admin assistance is needed for the educational coordinator as well as for the sports co coordinator.

Special events, fundraising and Marketing – volunteers are incorporated into every special event our home holds, from public speaking at events to assisting with presentations to assisting with international fundraising drives. Volunteers can also assist with office admin work and gain knowledge of how a fundraising office operates.

Music, art, drama – volunteers are encouraged to use other skills and talents to set up programmes for our children. It is however important that the volunteer also learns that there program must be able to be sustainable after they leave, so part of the programme will be to train another volunteer to continue the project. It is also encouraged that volunteers think about the resources needed to run a project and how to obtain these resources. Volunteers learn to look at the bigger picture and must be able to manage a project in all aspects form beginning to end. Following guidelines rules and regulations set out by us.

Volunteers that stay at our project for one year have the opportunity to experience every department during there time with us, thus gaining full experience of our home

VOLUNTEER PROFILE	<p>from childcare, healthcare to management systems.</p> <p>The volunteer should be 19 years and older (oldest child at the home is 18 years of age).No expertise is required but the volunteer should have compassion, be hard working, have a willingness to learn and be able to work in a diverse team.</p> <p>Ps. Night shift is a compulsory shift for all volunteers to do at the children Home.</p>
WORKING SCHEDULE AND VACATION	<p>All volunteers work on 2 week shift basis with one weekend on and one weekend off.</p> <p>The task vary: and on average it's a 8 hour day Durbanville Children's home prefer that volunteers take holiday whilst the children are on school vacation</p>
ACCOMODATION	Communal accommodation at the project with the other volunteers
CATERING / FOOD ALLOWANCE	Meals are provided by the project
NUMBER OF PLACES	1 – 2 ICYE placements

HAVEN NIGHT SHELTER	
THE PROJECT	<p>The Haven Night Shelter is a non-profit welfare organization providing shelters and support to the homeless established in 1978 in Cape Town, South Africa. In 1983 The Haven was registered as a Section 21 (a) (Not for Gain) Public Company</p> <p>Their vision “No one should have to live on our streets” The Mission “To get the homeless to a home”</p> <p>The organisation provides temporary shelter rehabilitation opportunities, social welfare services, family reunification services, physical care and support to adult people living on the streets who are committed to reintegration. They promote community awareness of the social problems arising out of destitution and encourage the participation of the public in the alleviation of such problems therefore reducing the opportunities for people to continue to live on the streets</p>
TYPE OF WORK	Assisting with various administrative duties (e.g. filing and

	<p>sending out thank you letters to donors on a regular basis).Initiate fundraising ideas, including phoning for food donations from businesses in the surrounding area, report writing; help find innovative ways to sustain existing projects and activities at the shelter</p> <p>Developing, implementing, Maintaining and monitoring various projects at the shelter, including assisting with existing projects i.e. organic garden and earthworm farm, the sewing project and the candle-making project.</p> <p>Find creative ways to empower clients esteem and dignity through using innovative mechanisms and methodology.</p> <p>Assist with the Marketing of the shelter's products made by their clients, which include organic vegetables, earthworms, cushion covers and candles.</p> <p>Sorting out clothes and other donations received at the shelter.</p> <p>Train or educate the shelters clients with basic (Microsoft word, Excel and PowerPoint) computer skills with the objective to enhance their self worth and esteem</p> <p>Develop a skills development plan for the shelters clients</p>
VOLUNTEER PROFILE	The volunteer male / female should be 19 years and older and have sound computer skills. The volunteer should have compassion, be hard working, and have a willingness to learn. Volunteers should be able to work in a diverse team.
WORKING SCHEDULE AND VACATION	Holidays: All Public Holidays. Volunteers who are in South Africa during December/January are encouraged to take holidays as local organisations are closed.
ACCOMODATION	Provided by a host family who has been screened and approved by host organisation-Volunteer centre
MEALS / FOOD ALLOWANCE	Volunteers are given an allowance to buy and prepare their own food.
NUMBER OF PLACES	1 – 2 ICYE placements

BADISA (umbrella body of various welfare projects)

THE PROJECT

BADISA is a Non-profit organization (NPO 011-981) with 160 Social Services Programs/Institutions and a Management Program in the Western Eastern and Northern Cape of SA.

BADISA focuses on the care, development and rehabilitation of the poor and vulnerable people in our country. This includes all people, young and old and from all religion, races and cultures.

We have 53 Social Services Offices, 47 Homes for the Aged and sick people, 24 Service Centre's for the Elderly, 18 Early Childhood Development facilities, 6 Children's Homes, 6 Institutions for the Intellectually Disabled and the Blind, 3 Rehabilitation Centre's/programs for Alcohol/Drug Abuse and programs for adoption, pregnancy counselling, HIV/Aids and Street children.

These services includes

- Professional social, nursing and psychological services
- Social and community development
- Caring services
- Skills development
- Counselling
- Rehabilitation and therapy

The Management program is primarily responsible for Quality control and Training. It consists of 4 departments, namely Social Services, Financial Services, Human Resources and Marketing/fundraising. The Social Services department is responsible for the supervision of the professional services.

BADISA is a joined ministry of the Dutch Reformed Church and the Uniting Reformed Church in the Cape Provinces. Although BADISA was only established in 2003, some of the institutions and programs exist up to 125 years.

BADISA also assists the congregations of the 2 churches in the development of their charity work to the poor and vulnerable people. This is done by the director for Church Diaconate Services. The department also investigate and develop Job creation opportunities within BADISA to combat poverty.

	<p>BADISA is managed by a Member's Meeting that consists of representatives of the 2 churches and the different programs. Each program has its own Board of Management that consists of professional volunteers from the different communities.</p> <p>During the financial year 2008/9 we rendered services to 794 344 people. 76% of these people were from other churches than DRChurch and URChurch. 40% of our service delivery was focused on children. BADISA involved 2303 volunteers in their different programs the past year.</p> <p>BADISA is partly subsidized by government for the rendering of the professional services, but the organization is mostly dependant on the contributions by the individuals in our churches and communities. BADISA needs to raise funds from Corporate and Trusts Funds to be sustainable for the next 125 years to be a key role player in social services, for us as Christians are compassionate to serve the poor.</p> <p>We also believe that volunteers form a central part of our organization from management to service delivery to render services, to be our ambassadors and to keep the passion alive.</p>
BADISA HEAD OFFICE PROJECT	
CURRENTLY THE TYPE OF VOLUNTEER OPPORTUNITIES AVAILABLE FOR VOLUNTEERS – ADMINISTRATIVE ASSISTANT	Assisting the Director: Fundraising and Marketing with fundraising, marketing and administrative tasks
PURPOSE	To be part of a team to promote BADISA as a diverse and unique organization that render services with Christian compassion to the poor and the vulnerable people in Western, Eastern and Northern Cape (160 Programs) and to raise funds.
TASKS	Working on the computer; answering the phone; photocopying and filing; assisting with all events and functions; visiting programs to gather information for the development of projects; developing monitoring and evaluation programmes for existing volunteering projects. Assist on various diverse projects within South Africa; social networking; research and network with

	other volunteers on other programs
SKILLS REQUIRED	Fair English comprehension and writing; basic computer skills; enjoy the office environment; communication skills with groups/individuals; driver's license (optional)
VOLUNTEER PROFILE	The volunteer male / female should be 19 years and older and have sound computer skills. The volunteer should have compassion, be hard working, and have a willingness to learn. Volunteers should be able to work in a diverse team
ACCOMODATION	Communal accommodation shared with the other volunteers
FOOD ALLOWANCE	Meals are provided from the project
NUMBER OF PLACES	1 – 2 ICYE placements

Home for the Elderly (Badisa) Groeneweide Retirement Village Volunteer Task Description: Caring Assistant	
PROJECT	Assisting the nurses and ward aids in the basic care of the elderly
DESCRIPTION OF LOCAL COMMUNITY	<p>Darling has a population of 8000, 7000 from historically disadvantaged communities of which 3000 are under the age of 18</p> <p>Darling is a progressive small town with a good infrastructure and everything necessary to cover your daily needs. The village has its own supermarkets, banks, ATMs, a pharmacy, clinic, doctors, schools and several churches.</p> <p>General shopping hours are 8h30 to 17h00 weekdays and 9h00 to 13h00 Saturdays. Please note that some businesses are closed for lunch between 13h00 and 14h00.</p>

PURPOSE	To be part of a team of committed and skilful staff that provides care to the elderly and providing services that will enhance and support the elders' quality of life.
TASKS	Caring for the aged. Assisting with basic care (nail care, foot massages, feeding the aged, assisting in the kitchen, assisting with emotional support (talking with elderly), assisting with the social activities (music, dance, excursions, shopping etc); assisting with the physical activities (walks, exercises etc)
SKILLS REQUIRED	Speak and write English; good communication skills with groups/individuals ; Good physical condition ;emotional stable and caring; driver's license (optional)
VOLUNTEER PROFILE	The volunteer male or female should be 19 years and older. Should be compassionate, be hard working, and have a willingness to learn. Volunteers should be able to work in a diverse team and should be responsible at all times
ACCOMODATION	Communal accommodation shared with the other volunteers and staff
WORKING SCHEDULE AND VACATION	All volunteers work on 2 week shift basis with one weekend on and one weekend off. The task vary: and on average it's a 8 hour day
FOOD ALLOWANCE	Meals are provided by the project
NUMBER OF PLACES	2- 4 ICYE placements