



# Jo'burg Child Welfare Local Volunteer Programme

*Thank you for displaying a genuine interest in your community.*

*We rely heavily on the support we receive from committed individuals who elect to actively champion our worthy cause*

**A volunteer is one who enters into or offers him/herself for any services of his/her own free will but who agrees to follow the guidelines laid down by the management of the organisation. A volunteer works as a dependable unpaid member to perform services for an organisation.**

## An introduction to volunteering for Jo'burg Child Welfare

Jo'burg Child Welfare (JCW) is a non-profit organisation and therefore resources are often stretched to their limits. JCWS relies heavily on the skills and expertise brought to them by volunteers. Moreover, staff enjoy this element brought to the centre, allowing for self-development, skills transfer and growth.

Before offering yourself as a volunteer to the organisation it is important to think about the time you have available and if you will be able to offer long and regular service. **Continuity and consistency** are a major priority for JCW. Continuity builds relationships and consistency maintains them. Our priority is to provide a stable environment for our children and use committed members of the community, volunteering for JCWS, in a positive and resourceful manner. It is very important that our volunteers are aware of the responsibility required in volunteering for JCW.

We have a number of needs at JCW and all are equally important to our services, from fundraising and awareness to helping to care for our children. Please see the below opportunities and their requirements.

*\*Please be advised, that because we work where the need is greatest our facilities are based in the poorer areas.*

### **Where we are Based and Operate**

- Head Office: Fox Street, Marshalltown, Johannesburg CBD
- Masibambisane Centre for Orphaned and Vulnerable Children: Eldorado Park
- Othandweni Family Care Centre: Mofolo South, Soweto
- Princess Alice Adoption Home: Westcliff – if you would like to volunteer at this facility, please approach them directly: 011 646 5641.

If you are interested in becoming a volunteer, you will be asked to:

- **Complete the volunteer application form**
- **Attach a copy of your identity document or passport**
- **Attach a copy of your driver's licence if applicable**
- **Attach a copy of your CV if possible**
- **Attach a police clearance, the receipt for a police clearance or a statement**

## **POSITIONS AND REQUIREMENTS**

For the below positions please contact Nicola on 011 298 8565 or email your application to [nvogel@jhbchildwelfare.org.za](mailto:nvogel@jhbchildwelfare.org.za)

### **Head Office Position – Management of Second hand Donations**

#### **1 Position Available. For a minimum of 3 months**

- Work at the JCW head office in Marshalltown, for 1 -2 days a week to manage the collection and allocation of second hand donations.
- Collections will be arranged with the JCW Admin department and their drivers. Allocations will be made to Hospice (to sell as fundraising initiatives), to the various centres and for a bi-monthly staff sale which will be organised by the volunteer.
- Need a friendly telephone manner and to be efficient and pro-active.

### **Fundraising and Awareness**

#### **25 Positions available. Ongoing**

- Run collections for second hand goods
- Be responsible for distributing and monitoring 5 tin cans every 1 -2 months. *This raises a huge amount of money and saves the society on time and resources which are so heavily lacking.*
- Distribute our My School Programme form. *By Becoming part of My School, every time you shop at participating stores including Woolworths among others, you raise money for JCWS. Distribute this form to your friends and family – the more people on board, the more funds we can raise!*
- Engage your local preschools/schools/churches/clubs in fundraising drives

## **CHILD CARE WORK**

**For the below positions you will need to apply for a full police clearance check.**

**You will be required to work in Mofolo South, Soweto**

**You will need to contact Phyneas Phiti, Manager at Othadweni, to arrange fax through your application and arrange an interview. Contact number: 011 984 4117**

### **Entertainment (Full Police Clearance Required)**

#### **2 Positions available**

- Organise activities for our children at Masibambisane Day care centre (which serves over 200 orphaned and vulnerable children), and Othandweni Children's Home (caring for 30 babies and toddlers and 60 older children)
  - Fun Day – with sports, a braai, games
  - Source sponsorship and organise an outing for a specific group
  - Art Classes on weekly/biweekly basis
  - Homework/extra lessons

*Please discuss your ideas with JCW and Othandweni*

### **Art / Craft Workshops (Full Police Clearance Required)**

#### **2 positions available**

- Art and Craft workshops offer a level of therapy to our children. Often the only way that they feel they can effectively communicate is through their drawings. We have children with exceptional artistic talent but who are unfortunately unable to grow their ability. On the other hand, we have a number of children who do not understand the benefit of being artistic – they too would gain from these

workshops. Volunteers in this position need to be committed and understand the need to maintain consistent relationships with our children.

### **Caring for our Babies (Full Police Clearance Required)**

- This position requires helping in the Othandweni Nursery for a minimum of 3 hours every week.
- You need to have some experience working with children, preferable some medical background.
- You will help with feedings, changing and bath times.
- You will play with the children, stimulating them and supervising outdoor play.

Please attached a copy of your ID and CV to all applications.

For Queries and Applications:

Nicola Vogel

(011) 298 8565

[fundraising@jhbchildwelfare.org.za](mailto:fundraising@jhbchildwelfare.org.za)

## **Volunteer Code of Conduct**

**Please read this carefully before offering to volunteer with our children**

- Maintain a professional distance: Our children come from different backgrounds where they may have been abused, abandoned, orphaned or neglected and may have various attachment issues.
- Do not favour one child above another – and to treat all our children with equal amounts of love and attention.
- You may form friendships and we encourage this, as long as you adhere to the above two rules.
- Encourage, support and motivate our children
- Respect that as an NGO, our resources are often stretched to their limits, and things may take some time to happen, and you may not necessarily approve of all processes. As a volunteer, you will assist the organisation where you can.
- Approach the Othandweni Manager, if you have any concerns regarding our children, staff and volunteers.
- Do not make any promises to our children
- Do not buy gifts for our children without consulting management
- Do not lend money to our children or staff
- Do not lend items of any nature to our children or staff
- Under no circumstances is a volunteer permitted to discipline a child
- Under no circumstances is a volunteer permitted to escort a child away from any of the facilities
- Under no circumstances may a volunteer spend time with a child that is not in a public space.
- Under no circumstances is a volunteer permitted to engage in a physical or sexual relationship with any of the children
  
- Always wash your hands before entering the nursery. This is to avoid the spread of illness between yourself and our babies

- Do not visit the nursery to play with the children if you are sick
- Never leave any baby unattended
- Do not practice any alternative therapies or massage on the babies or children without permission of the sister or manager in charge
- Ask for permission to take babies or children for a walk or to play in the garden
- Do not administer any type of medication to any babies or children under any circumstances. This includes homeopathic or herbal medication.
- Abide by all health and safety regulations with regards to caring for our babies
- Make use of universal HIV AIDS precautions at all times
- Do not wake sleeping babies or children to play
- Do not discuss the babies' or children's circumstances with any member of the public
- Do not ask a child or staff member about their HIV status.
- Drinking any alcohol and smoking is strictly forbidden at all JCW projects and will result in you being removed from the project.
- Under no circumstances is a volunteer permitted to return to a project intoxicated.
- Always be polite and respectful towards our staff.
- Keep your personal/valuable items locked away at all times
- Although you may experience extreme heat in Soweto during the summer months, do not wear short skirts or shorts or revealing tops, as this can be seen to be promiscuous.
- You are not permitted to go shirtless or wear a bikini at any of the projects.

*All volunteer need to respect the operations of the projects and are expected to sign an oath of confidentiality.*

### Health and Safety including HIV/AIDS

South Africa has the highest HIV infection rate in the world. Ensure that you are mindful of how you approach a situation that could potentially result in the transfer of HIV AIDS. Never touch a bleeding child without gloves on, and if for any reason you are bleeding, make sure that you dress the wound appropriately. If you are uncertain about ANY aspect of HIV, how it is transferred or how to prevent the spread of infection, please do not hesitate to talk to a professional member of staff who will offer you full HIV training.

Please consult with the manager at the facility where you will be volunteering for a brief or information on the Health and Safety procedures.

### Volunteering and Adoption

When volunteering for JCW, you will undoubtedly experience some sort of emotional upset as you will probably bear witness to some of the harsh realities taking place within our communities. If it so happens that through your volunteering experience you establish a bond with a specific child and would like to adopt that child please advise Head Office immediately.

However, please be aware that should this materialize, we as an organisation will be unable to facilitate the adoption and would need to call upon an independent body who will oversee that the process remains legitimate and in standing with good practice models.

### Expenses

Given we are a non-profit organisation; our resources are stretched to their limit. We are unable to reimburse

any expense relating to your volunteering activities. This includes for food, travel expenses or supplies bought for any of our facilities. As stated previously, a volunteer is not permitted to loan any of our children or staff money or other any other item. If this is requested from you, please consult with the manager at the facility.

### Donations

If you would like to make a donation to JCW please do so through the Head Office.

011 298 8565

fundraising@jhbchildwelfare.org.za

### Oath of Confidentiality

You are expected to sign an 'Oath of Confidentiality' form when joining as a volunteer. This is a legal document, which is signed to protect the rights of the mothers and babies at any of our facilities. This means that information on the history and background of children may not be given to any person outside of the Johannesburg Child Welfare Society unless with the written permission of management. Information discussed in any meetings is too considered confidential.

*We thank you for your participation and involvement with Jo'burg Child Welfare*