



## **Volunteer Teaching English and Other Subjects Abroad**

You don't have to be a teacher to volunteer on our English Teaching projects abroad. There is no need to have a TEFL or TESOL qualification to gain work experience in any of our overseas destinations. You don't even need to speak the local language where you are going. The programme is open to all volunteers whether you are on a gap year, at university or wanting a career break. All we require is a good standard of spoken English.

You will find a warm welcome awaits you amongst our students around the world. Often their local teachers are very capable at teaching the structural aspects of the English language - such as the grammar - but do not use the correct intonation or pronunciation, because they lack the confidence of a native speaker. By providing Conversational English teaching you can greatly enhance the learning experience and the future prospects of thousands of children and adults with whom we work in the developing world.

Often you will find that all you have is a blackboard and a piece of chalk, Computers, projectors, Audio video teaching material in the classroom. Fortunately the main resource you have is yourself. The students will want to find out about you. They will want to know why you have chosen to come and teach in a school/ College in India or a university in Mexico. Lots of the lessons will give you the opportunity to explain about where you live or your interests and hobbies at home



## **Volunteer coordinator: Job description**

A volunteer coordinator manages all elements of volunteering either within their own organisation or on behalf of the organisation for which they are recruiting volunteers. Their role involves assessing an organisation's needs and then meeting those needs through the recruitment, placement and retention of volunteers.

Volunteer coordinators manage volunteers and their relationship with those they come into contact with, including employees and service users of an organisation. They also monitor, evaluate and accredit volunteers. Volunteer coordinators work across all sectors including public and private, but predominantly in the voluntary sector.

The role of a volunteer coordinator has gained increased recognition as a profession within its own right, however in smaller charities it is sometimes combined with another role.

## **Typical work activities**

- Researching and writing volunteer policies and procedures.
- Liaising with departments within their own organisation or with organisations for which they are recruiting volunteers (e.g. charities and councils) to understand how they work, develop partnerships and assess their volunteering needs.
- Generating appropriate volunteering opportunities and role descriptions based on the needs of the organisation.
- Raising staff awareness of the role and function of volunteers.
- Ensuring there is appropriate support and training for volunteers.
- Promoting volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Recruiting volunteers and ensuring they are appropriately matched and trained for a position.
- Organising rotas and providing inductions and training.
- Monitoring, supporting, motivating and accrediting volunteers and their work.
- Celebrating volunteering by nominating volunteers for awards and organising celebration events.
- Offering advice and information to volunteers and external organisations through face-to-face, telephone and email contact.
- Organising profile-raising events to attract new volunteers.
- Attending committees and meetings.
- Managing budgets and resources, including the reimbursement of expenses.
- Keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes.
- Working with multiple agencies across different sectors in order to establish good working relationships to influence decisions about volunteering.
- Generating income, writing funding bids and fundraising to make projects sustainable.
- Monitoring and evaluating activities and writing reports for funders and trustees.



- Maintaining databases and undertaking any other administrative duties.

**Fundraiser:**

**Role:**

responsible for generating income to support the work of the charity in the UK and overseas so I recruit people to participate in fundraising activities, manage events, prepare grant applications applying for funding from trusts and local companies, work with volunteer fundraising groups and support international appeals by facilitating donations at a local level.

Stay strong, keep going, expect rejection and possibly lower your expectations!

Be creative in your approach and remember that there are thousands of other graduates who have done a three year course and have worked in a bar or something different.

Help provision of skills for life for people who can make our world to be best place to live and enjoy.