



KCC VOLUNTEER PROGRAMME

Kenyan Volunteer Information Booklet



**AN EMPOWERED
INDEPENDENT AND
RESOURCEFUL
HUMAN SOCIETY**

WHO IS KCC?

We are Kitendo Children's Charity, a charity based in Naivasha, Kenya working directly with children and families living in poverty. We established in 2009 and became a registered non-governmental organisation in 2011. At KCC, we believe that all children deserve to live in a supportive environment, have access to quality holistic education, and enjoy a healthy mind and body in order to have the best start in life. We provide services for 170 children at varying levels with our key projects: food and nutrition, health, education, girl-child support, women's empowerment, and school construction.

WHY VOLUNTEER?

The KCC Volunteer Programme is a short term placement based on the needs of KCC where you can use your passion, energy and skills working alongside KCC staff to make a difference in vulnerable children's lives. The distinction of this programme is that it focuses on the needs of KCC as an organisation first and foremost. As a result of this mindful focus, you will gain invaluable life experience.

Give your best. Build our future. Grow as a person.

Sound like you?

KCC VOLUNTEER PROGRAMME

WHY KCC NEEDS VOLUNTEERS

Since 2009 we have hosted over 240 volunteers from all corners of the world. Volunteers contribute significantly to the daily running of our projects and have enabled KCC to grow in the way it has, by meeting the ever growing needs of running an efficient organisation. Volunteering with KCC brings you that much closer to the wider mission of KCC.

Our next major phase is to build and establish KCC Primary School. Plans have been drawn up and approved so we are now fundraising for this project with a construction budget of KSh 55 000,000. When you volunteer with KCC you can have the chance help us fundraise to build this school. With your contribution to the building fund this new primary school can become a reality in a few short years. Something that you can be proud of and potentially come back to visit in the years to come.

As well as funds, volunteers are essential to our ongoing progress and momentum in terms of skills and services they provide. Because of these services we are able to grow in ways we wouldn't be able to if we were paying for every service required.



**YOU CAN HELP BUILD
KCC PRIMARY SCHOOL.
BY FUNDRAISING
THROUGH YOUR
FRIENDS AND FAMILY
YOUR SUPPORT WILL
HELP BOOST THE
CONSTRUCTION FUND.**

HOW IT WORKS

This volunteer programme is a short term package focused on three main placements based on the real needs of KCC. The volunteering takes place in Naivasha, Kenya and the placements we offer are; Childcare, Teaching, and Office Support.

You can choose the length of your placement between; one to eight weeks as well as the type of placement you would like to do. We accept volunteers from January to November each year and have two intakes per month on the 5th and 20th.

We don't charge Kenyans to volunteer as we are fully aware of the cost of living in Kenya. However your living costs are entirely your responsibility and we don't allowances of any kind to volunteers. We also encourage you to fundraise for KCC within your friends and family.

When you volunteer with KCC, the overriding goal is to provide a boost to KCC by serving specific needs. When you apply we look at your skill set and experience to ensure that time is well invested; that this experience is as rich for you as it is for KCC.





WHAT WE OFFER

Affordability

We don't charge Kenyans to volunteer as we are fully aware of the cost of living in Kenya. However your living costs are entirely your responsibility and we don't allowances of any kind to volunteers. We also encourage you to fundraise for KCC within your friends and family.

Commitment

From the word GO, you will have direct contact with KCC in Naivasha and we aim to ensure all your questions are answered within 48 hours (two working days).

Need

Our placements are selected on the actual needs of KCC matched with your skill set and abilities.

Safety

Where ever you work and study safety and risk are always issues that need attention. We make sure you are aware of the risks and your safety concerns answered at a full orientation.

Transparency

We place financial integrity at the centre of all we do.

Support

As soon as you are accepted onto our programme our team will do their best to ensure you are included in life of the projects and feel part of the mission of KCC.

VOLUNTEER PLACEMENTS

Childcare

Come and join our weekday ECD for the full experience of helping some of Kenya's most vulnerable children, aged 3-7 years. Along side our school cook and teachers you will experience the highs and lows of ECD School life and should walk away with some great memories. Our children's programme incorporates education, health, nutrition and life skills. Your placement will be varied based around these key areas. The main work is in the kitchen, garden, classroom and outdoor activities. You will help prepare meals, clean, perform general health checks, assist teachers, organise activities and other tasks which are all focused on the holistic development of children.

Teaching

Teach children aged 3-7 years in our ECD for two days a week, and in a government primary school, aged 7-16 years three days a week. These are obviously two different levels of education being basic up to teaching in upper primary. You will teach along-side teachers on specific subjects and themes within the prepared lesson plans and schemes of work. As well as teaching, your tasks could be marking books, preparing for specific classes and activities, preparing teaching materials, organising activities for the children such as sports, games, music and creative activities.

Office Support

We are growing as an organisation and so, our workload is also growing! This placement is one we value highly as the skills and capabilities you can offer, can be a significant boost for our operations end. Your contribution we are looking for can be any/or a combination of organisational, analytical, creative, or technical experience. We value this kind of support as it saves us resources and moves us forward faster. As a young NGO we have a lot of needs but below are the areas that stand out as priorities:

- Grant and proposal writing.
- Fundraising.
- Content and copy across communications.
- Graphic and web design.
- Event and campaign management.
- Photography.
- Office support including data entry.



WHAT WE ARE LOOKING FOR

Requirements

- You must be 19 years old by the time placement commences.
- At a minimum must have completed high school education.

Character

- Have a high level of honesty and integrity.
- Be non-judgemental and hold a high level of empathy.
- Have a positive attitude and be open minded.
- Be flexible to push your limits and to learning new things.

Skills

- Have strong English communication skills.
- Possess good interpersonal and cultural sensitivity skills.
- Able to work un-supervised and part of a team.
- Ability to listen and follow leadership instructions.
- Able to take initiative.



**GIVE YOUR BEST.
BUILD OUR FUTURE.
GROW AS A PERSON.**

LIFE AS A VOLUNTEER

Placement Length

The length of each placement is between one to eight weeks. Each month there are two start dates you can choose from: 5th or the 20th.

The maximum number of people we can accommodate at any one time is six but if the dates you select are not available, we will offer you some alternatives.

Orientation

Orientation starts on either the 5th or the 20th of each month, so you will need to be ready and in Naivasha the day before you start. Orientation is run from our office in town and this is where you will get to know our staff, where things are in town, transport, safety and security, and placement information. On the following day you will start placement and we will begin by introducing you to the school team, children, and a walk around of the ECD school and the KCC informal settlement.

Living

You are responsible for your living needs and requirements. If you don't live in Naivasha then you will need to find a place to stay.

Day to Day

The following schedule is a rough guideline to get a glimpse at what a week day could look like. Please bear in mind these times are approximates.

6.30am	Wake up and get ready for the day!
7.30	Be ready to be picked at the pre arranged location. Don't be late!
7.45-8.00	Arrive at school or office
	Depending on your placement, the tasks and jobs will vary in the morning and afternoon hours.
10.20	School morning chai break
12.30pm	School lunch
1.30	Leave school and return to town, office or house
2.00–5.00	Afternoon jobs if you have been assigned them and then free time.

At orientation we will take you through more closely depending on your chosen placement, what is expected and the school timetable.

HOW TO APPLY

1) Apply online at www.kccslumproject.org/volunteer/. With your application you will need to scan and upload the following support documents:

- ID scanned.
- Your current CV / Resume (not less than six months).
- Certificate of Good Conduct.
- Any relevant certificate or qualification.

2) Your application will be reviewed and if it's successful, we will send you an welcome email containing the following:

- Placement Form to fill in (based on your selection).
- Personal Reference Form for two referees.
- Supporting documents required.
- A what next check list.

Once you have sent through the forms and supporting documents they will be reviewed and if approved, an acceptance email will then be sent that will include some helpful information you will need to know and prepare for.

CONTACT US

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www.kccslumproject.org

