

Volunteering Opportunity Form

ADMIN OPPS

Job Title	Office Assistant
Job Description	Answering phones, writing thank you letters, assist with filing
Skills Needed	Organised, good telephone manner, computer literate and ability to write letters.
At what time	Any time
Regular or One-off	Could be regular or one-off - prob pref regular otherwise can take time to explain each time
Contact Person	D-J Weaver : dj@homeless.org.za

Job Title	Accounts Data Capturer
Job Description	Capturing Petty Cash on a monthly basis onto Pastel
Skills Needed	Qualified Accountant or bookkeeper or at least have experience working with accounts or in bookkeeping capacity
At what time	At least 3 days of one week
Regular or One-off	For at least 6 months
Contact Person	D-J Weaver : dj@homeless.org.za

Job Title	IT technician
Job Description	We want to set up a internet usage monitoring facility on our network
Skills Needed	IT Networking
At what time	When available
Regular or One-off	One off
Contact Person	Sean Parker : sean@homeless.org.za

CONSTRUCTIVE ALTERNATIVE OPPS

Job Title	Soup Kitchen Helper
Job Description	Welcoming homeless people and recording their names Serving food Talking to homeless people about the gospel and learning from them about life on the streets Giving short gospel presentations (optional)
Skills Needed	Committed Christian Happy to engage with street people Calm and polite manner No previous experience required but a willingness to learn is essential
At what time	1700-1800 (Mon-Fri)
Regular or One-off	Regular (one hour per week) preferably commit to do 1 month at a time
Contact Person	Joe Warton : joe@homeless.org.za

Job Title	Cook
Job Description	Cook meals for the Meal Voucher Initiative. Stew type meals are ideal; rice, with stewing meat / mince / chicken / and
Skills Needed	Be able to cook for groups of up to 25 people. We can provide
At what time	Any day of the week Mon - Fri, during the day, ready to be
Regular or One-off	Can be a one off but preferably regular. For example once a week on the same day or once a month on the same day
Contact Person	Joe Warton : joe@homeless.org.za

LADIES BIBLE STUDY

Job Title	Bible Study Assistant (Ladies Bible Study)
Job Description	To assist ladies with Bible Study sessions - Helping them to read and comprehend the teaching
Skills Needed	Must be female. Also Patience and a Good biblical knowledge
At what time	Thursday evenings 7.00 to 9.00
Regular or One-off	Weekly
Contact Person	Jaki North : jaki@homeless.org.za

LIFE SKILLS COURSE

Job Title	Computer Coach
Job Description	Assisting the residents to follow a basic computing course (consisting of MS Word,
Skills Needed	Patience, basic computing skills (basic knowledge of MS Word & Excel)
At what time	Currently 9.30 to 10.30 am Monday, Tuesday & Thursday
Regular or One-off	Weekly
Contact Person	Jaki North : jaki@homeless.org.za

Job Title	Music tutor
Job Description	We run a percussion/drumming workshop on Friday mornings. We would like someone who can play guitar or piano to assist us with playing music.
Skills Needed	Can play guitar, piano or another musical instrument Has an ability to teach about music
At what time	9:30 - 10:30 Friday mornings
Regular or One-off	Regular, but periodical
Contact Person	Sean Parker : sean@homeless.org.za

Job Title	Activities liasson
Job Description	Create a set of activities for our residents. These can be outdoors or sports or any other activity that would help develop them.
Skills Needed	Conform these activities to meet our objectives Skills of choice examples include, sailing exposure, reading clubs, dance, basically anything
At what time	Fridays 9:30 -10:30
Regular or One-off	Regular, but periodical
Contact Person	Sean Parker : sean@homeless.org.za

SHELTER OPERATIONS

Job Title	Driver
Job Description	Fetch food for the Munchies, from Woolworths store in
Skills Needed	Driver's licence, be able to lift crates of food
At what time	Monday evening between 17.00 - 18.00
Regular or One-off	Regular, every week or once a month (for ex first Monday of
Contact Person	John Baloyi : john@homeless.org.za

Job Title	Residents Outing
Job Description	Take the residents on an educational outing (for example to the beach, up the mountain, factory, museum, airport, hospital, fire station, police, Pollsmoor, music show, dancing, etc). We have
Skills Needed	Drivers licence, patience, willingness to engage and teach,
At what time	Any time on the weekend (Fri night to Sunday night)
Regular or One-off	One off is fine
Contact Person	John Baloyi : john@homeless.org.za

Job Title	Cook
Job Description	Cook meals for 9 shelter residents. Stew type meals are ideal; rice, with stewing meat / mince / chicken / and cooked
Skills Needed	Be able to cook. We can provide pots.
At what time	Any day of the week Mon - Fri, during the day, ready to be
Regular or One-off	Can be a one off but preferably regular. For example once a week on the same day or once a month on the same day
Contact Person	John Baloyi : john@homeless.org.za

Job Title	Work team to throw a cement floor
Job Description	A work team is needed to assist us to throw a 18m2 cement floor outside our building. The latter was damaged when new pipes were laid and it now needs to be restored
Skills Needed	Knowledge of basic construction eg cement mixures, leveling &
At what time	Whenever suits the group
Regular or One-off	One-off - could be done with a team of 5-6 people on one
Contact Person	John Baloyi : john@homeless.org.za