



- POLYVALENT VOLUNTEER -

Taramana is a French-Cambodian NGO whose aim is to support education and improve the lives of about 250 children living in the underprivileged area of Boeng Salang, Russey Keo, located in the north of Phnom Penh.

Taramana, which was founded in 2005, is primarily a French non-profit organisation. In 2007, Taramana was recognised locally as an NGO within the Kingdom of Cambodia.

The main role of the organisation is to support the children's education in Boeng Salang. In conjunction with this long-term goal, it is also essential to give them better living conditions.

Taramana's four areas of activities include:

- Education ;
- Health and nutrition ;
- Social support ;
- Arts and sports
- More information on: <http://www.taramana.org/>

Taramana is currently looking for a polyvalent volunteer.

FUNCTIONS (NON-EXHAUSTIVE LIST - MODIFIABLE AS NEEDED BY THE NGO):

1. Animations and accompaniment
Be polyvalent within the center.
 - Monitor and be attentive to the safety of children during recreations and meals.
 - Accompany them during their extracurricular activities. (Sometimes during weekends with days of recoveries during the week.)
 - Animate or propose activities promoting their well-being.
2. Support and introduction to language
Participate in the education of children.
 - Depending on the needs of the association, you can set up introductory workshops for foreign languages from 2 to 6 hours / week. (English and French).
3. Administrative
Meet the administrative needs
 - Following up on the work absences.
 - Updating the website

- Help in the realization of the newsletter

4. Project Management

Perpetuate the actions of Taramana

- Participate, by active monitoring on the internet (or other support) in the identification of potential partners and report it to the fundraising team that will take charge of the potential contact.
- To be a source of proposals, motivated and autonomous on bottom-harvest actions.

5. Moral values

- Adhere to the association's goal and ethics
- Respect the association, its functioning, the colleagues and its internal rules
- Ensure an efficient execution of the mission
- Act with respect to other people's opinions
- Collaborate with the other actors of the association: leaders, employees, volunteers
- Communicate regularly with his/her boss concerning his/her activities

We hope that the volunteers will have a great volunteer experience, a significant professional experience and of course that their presence will be a real help for Taramana and the children!

DAYS / HOURS:

Monday to Friday from 7:20 am to 4:30 pm (with an hour of lunch break)

(It is also possible to organize workshops with children after 16h20)

Volunteers must be available for a minimum period of 3 months.

PLACE :

456 Phlaur Lum, Group 2 / Boeng Salang Village

Russey Keo District / Phnom Penh, Cambodia

CONTACT :

If you are interesting, please send a cover letter and a CV to: Jocelyn.dorde@taramana.org