



VOLUNTEER POSITIONS

2018



6454 Judea Street Katutura, Windhoek
 P.O.Box 21216
 Windhoek
 Namibia
 Tell: +264813005673/061216805
chinamibia@gmail.com
 Reg: 21/2017/0774

DATE: PUBLISHED: 17 JANUARY 2018

Children of Namibia (ChiNamibia) Arts Education for Development are a Non-Profit-Making organization that educates, empower and develop children and young people through Arts and Culture. We offer arts lesson to children from the age of 5 to 15, youth from the age of 15-20 adults from the age 21 to 35. We have up to 1000 children registered for our program.

We have been operating on a voluntary basis and we are looking for volunteers to assist in the development and growth of the organization. We are looking into getting the organization to become self-sustainable and with this we need volunteers to assist in the following fields/departments.

DEPARTMENT: MANAGEMENT (VOLUNTEER)

POSITION	METHOD	DURATION	START DATE	POSITIONS
CO-ORDINATOR	DISTANCE/PART-TIME/ONLINE	1 YEAR	AS SOON AS POSSIBLE	1
ADMINISTRATOR	FULL TIME	1 YEAR	AS SOON AS POSSIBLE	1
FINANCE OFFICER	FULL-TIME/PARTTIME/DISTANCE	1 YEAR	AS SOON AS POSSIBLE	1
PUBLIC RELATION OFFICER	PART –TIME	1 YEAR	AS SOON S POSSIBLE	1
MARKETING OFFICER	FULL-TIME/PARTIME	1 YEAR	AS SOON AS POSSIBLE	1
PROJECT CO-ORDINATOR	PART-TIME	1 YEAR	AS SOON AS POSSIBLE	1
WEB AND GRAPHIC DESIGNER	DISTANCE	1 YEAR	AS SOON AS POSSIBLE	1
HUMAN RECOUSE OFFICER	DISTANCE	1 YEAR	AS SOON AS POSSIBLE	1
MONITORING AND EVALUATIONS OFFICER	FULL-TIME	1 YEAR	AS SOON AS POSSIBLE	1
ARTS EDUCATORS CO-ORDINATOR	FULL-TIME	1 YEAR	AS SOON AS POSSIBLE	1
MEDIA OFFICER(PHOTOGRAPHER AND VIDEOGRAPHER)	PART-TIME	1 YEAR	AS SOON AS POSSIBLER	1

“Let the Children Perform”



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DEPARTMENT: ARTS EDUCATION (VOLUNTEERS)

POSITION	METHOD	DURATION	START DATE	POSITIONS
VISUAL ARTS AND CRAFT TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
DANCE TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
DRAMA TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
KEYBOARD TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
GUITAR TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
MUSIC TEACHER	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2
DRUM KIT	FULL-TIME	3 MONTHS, 6 MONTHS- 1 YEAR	AS SOON AS POSSIBLE	2

What will be expected from the volunteers?

1. To avail themselves to teach all sessions
2. Seek sponsorship for travel, accommodation and meals in Windhoek, Namibia during your stay.
3. Bring along all teaching materials that you can
4. Should at least have 3 years or more teaching experience
5. Should have a background of working with children, youth and adults
6. Should have a passion to work in an African country
7. Should be willing to help organize events.

The organization will provide.

1. Local transport
2. Teaching material
3. Classrooms
4. Learners
5. Letters of invitations
6. Confirmation letters for work permit/visa
7. Opportunities to travel with us to other countries
8. We will provide reference letters after completion of voluntary work
9. We will also provide permanent work positions in the future

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ADVISORY BOARD

The organization needs 7 people to serve on the Advisory board to give advice to the organization and to help influence with decision makings, to bring about progress and development to the organization. This is a voluntary position and it is open to anyone from any profession all over the world. Meetings will be once in a month since we would like to get the organization up and running via skype or other programs that can enable us to get together all at once without having to leave our home town. For anyone who is interested kindly forward a motivational letter and CV/Profile to info@chinamibia.org or whatsapp this number for more information +264813005673.

POSITIONS: 7X DIRECTORS

What is required?

1. Should be willing to attend a meeting once a month
2. Should be willing to work for the organization
3. Should be able to use your own resources for the organization
4. Should be able to help the organization find donors, investors, sponsor
5. Should help with fundraising ideas or activities
6. Should be willing to draft governing documents for the organization
7. Should be able to assist the organization in anyway if need be
8. Should be able to help steer the organization into the right direction
9. Help with bookkeeping and auditing of the organizations financial books
10. Should be able to introduce more activities in the organization
11. Should be able to create database of likeminded organizations
12. Should be able to create networks
13. Should be able to help the organizations participate in awards, festivals, international events, to have charity events, gala dinners etc.

To apply for any of these positions please mail us a motivational letter, curriculum vitae, profile of your work, 2 x reference letter, link to your work, photos and videos.



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*Kindly like our Facebook page: CHINAMIBIA ARTS EDUCATION FOR DEVELOPMENT, Twitter:
@CHINAMIBIA, LinkedIn CHINAMIBIA, and YOUTUBE.*

CONTACTS

Ms Kapenangutjiua Vetira

Position: Founder Director

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CITY: WINDHOEK

COUNTRY: NAMIBIA

CONTINENT: AFRICA

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