

List of vacancies

Volunteer program

The following list is not exhaustive, but covers the key volunteer jobs Virlanie is looking for.

Office positions

Job	Place	Main tasks	Main competencies	Duration	Contract	Starting
Faith project consultant	Bacolod	<ul style="list-style-type: none"> Creation of a detailed work plan Monitoring of the progress of the project Reports writings for funders Creation of project document for proper communication with sponsors Support the program manager Review the quality of the work completed 	<ul style="list-style-type: none"> Communication and drafting skills Familiar with aid system, understanding of donor requirements Project cycle management knowledge Autonomy and proactivity Analytical skills, ability to prioritize Stress management 	6 months 1 year	Internship/VSI	May
Sponsorship support	Office/Makati City	<ul style="list-style-type: none"> Translation english/french for children and sponsors letters monitoring of postal items Creation of mailing lists and envelope printing 	<ul style="list-style-type: none"> Fluency in english written and spoken Good organization skills Sense of details 	Flexible	Volunteer	Flexible
MS Access Database Developer	Office/Makati City	<ul style="list-style-type: none"> Learn and maintain existing Virlanie systems (MS Access) Upgrade the old version of existing Access program database Create, modify and design additional reports if requested Design and deploy data table structures, forms, reports, and queries Identify inefficiencies in current databases and investigate solutions Plan and coordinate data migrations between system and train the team 	<ul style="list-style-type: none"> knowledge and expertise in MS Access database programming. Skilled in Visual Basic programming is a plus Information Technology or Computer Science graduation Experience with XML Fluent in english Good team member 	4 to 6 months	Volunteer	Flexible

Residential program positions

Job	Place	Main tasks	Main competencies	Duration	Contract	Starting
Facilitator or educator or therapist for disable people	Jade Home / Aime Home (Cavite City & Makati City)	<ul style="list-style-type: none"> Create individual treatment programmes - Assist children Help children to independently carry out every day tasks Prepare an activity schedule(physical activities and exercises) Use of the sensory room Conduct evaluation of child progress 	<ul style="list-style-type: none"> Degree in a relevant field appreciated Spirit of initiative Patient, open minded, tolerant Good level in English Listening, contact and adaptation skills 	Minimum 3 months	Volunteer	Flexible
Early childhood educator or facilitator	Babies and Toddlers Home (Makati City)	<ul style="list-style-type: none"> Observe and monitor children's play activities Read to children, teach them simple painting, drawing, songs, etc. Instruct children health and personal habits Organize and store toys and materials to ensure order in activity areas Ensure good relationship with the staff Conduct evaluation of the children's progress Support children's emotional and social development 	<ul style="list-style-type: none"> Degree in a relevant field appreciated Organized, able to plan activity schedule Strong commitment to the well-being of the children Listening, contact and adaptation skills Interpersonal skills with babies and local teams Patient, open minded, tolerant Spirit of initiative 	Minimum 3 months	Volunteer	Flexible

Support programs positions

Job	Place	Main tasks	Main competencies	Duration	Contract	Starting
Art Teacher	Sibuhi Center/Makati City	<ul style="list-style-type: none"> Give children Art and/or Craft teaching Develop illustration and/or creative skills for children Prepare an activity schedule Conduct evaluation of child progress Set up of creative projects Maintain a stock inventory 	<ul style="list-style-type: none"> Degree in a relevant field appreciated Experience in teaching or with children Good level in English Creative, flexible, resourceful Patient, open minded, tolerant Spirit of initiative 	Minimum 3 months	Volunteer	Flexible
Guitar/piano Teacher	Sibuhi Center/Makati City	<ul style="list-style-type: none"> Give children Guitar/piano lessons Prepare an activity schedule Conduct evaluation of child progress Organize musical sessions 	<ul style="list-style-type: none"> Degree in a relevant field appreciated Experience in teaching or with children Good level in English Creative, flexible, resourceful Patient, open minded, tolerant Spirit of initiative 	Minimum 3 months	Volunteer	Flexible
Sport teacher (dance, martial art...)	Sibuhi Center/Makati City	<ul style="list-style-type: none"> Create an activity schedule Help children to develop skills and self confidence Conduct evaluation of child progress 	<ul style="list-style-type: none"> Degree in a relevant field appreciated Good level in English Patient, spirit of initiative, adaptable Listening, contact and interpersonal skills 	Minimum 3 months	Volunteer	Flexible

			Experience with children			
Conversational English Teacher for young adults	Ella Yallah/Elisabeth Home/Makati City	Create a teaching schedule Help children to develop language skills and self confidence Organisation of conversational english sessions	Degree in a relevant field appreciated Fluent in English Patient, spirit of initiative Listening, contact and interpersonal skills Experience in teaching/tutoring	Minimum 3 months	Volunteer	Flexible
English tutor	Magellan Learning Center/Makati City	Leading english teaching session Create teaching contents Giving scholarship support	Degree in a relevant field appreciated Experience in teaching/tutoring Patient, spirit of initiative Listening, contact and interpersonal skills Fluent in English	Minimum 3 months	Volunteer	Flexible