



## 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
Sponsorship support	Office/Makati City	Translation english/french for children and sponsors letters monitoring of postal items Creation of mailing lists and envelope printing	Fluency in english/french written and spoken Good organization skills Sense of details	2 to 3 months	Volunteer	Flexible Depending on the availability
MS Access Database Developer	Office/Makati City	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	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/intern	ASAP
Redactor/blog reviewer	Office/Makati City	Read Dominique Lemay's blog from its starting Select articles in accordance with given lines Structure and summarize the content for a book publication	Good reading and writing skills Ability to summarize Ability to prioritize Ability to structure Organizational skills Fluency in french	2 to 3 months	Volunteer	ASAP

#### 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)	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	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 Depending on the availability
Early childhood educator or facilitator	Babies and Toddlers Home (Makati City)	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	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 Depending on the availability

Support programs positions

Job	Place	Main tasks	Main competencies	Duration	Contract	Starting
Art and craft Teacher	Sibuhi Center/Makati City	<p>Art and/or Craft teaching</p> <p>Develop illustration and/or creative skills for children</p> <p>Prepare an activity schedule</p> <p>Conduct evaluation of child progress</p> <p>Set up of creative projects</p> <p>Maintain a stock inventory</p>	<p>Degree in a relevant field appreciated</p> <p>Experience in teaching or with children</p> <p>Good level in English</p> <p>Creative, flexible, resourceful</p> <p>Patient, open minded, tolerant</p> <p>Spirit of initiative</p>	<p>Minimum 3 months</p> <p>Part time</p>	Volunteer	<p>Flexible</p> <p>Depending on the availability</p>
Guitar/piano Teacher	Sibuhi Center/Makati City	<p>Give children Guitar/piano lessons</p> <p>Prepare an activity schedule</p> <p>Conduct evaluation of child progress</p> <p>Organize musical sessions</p>	<p>Degree in a relevant field appreciated</p> <p>Experience in teaching or with children</p> <p>Good level in English</p> <p>Creative, flexible, resourceful</p> <p>Patient, open minded, tolerant</p> <p>Spirit of initiative</p>	<p>Minimum 3 months</p> <p>Part time</p>	Volunteer	<p>Flexible</p> <p>Depending on the availability</p>
Sport teacher (dance,martial art...)	Sibuhi Center/Makati City	<p>Create an activity schedule</p> <p>Help children to develop skills and self confidence</p> <p>Conduct evaluation of child progress</p>	<p>Degree in a relevant field appreciated</p> <p>Good level in English</p> <p>Patient, spirit of initiative, adaptable</p> <p>Listening, contact and interpersonal skills</p> <p>Experience with children</p>	<p>Minimum 3 months</p> <p>Part time</p>	Volunteer	<p>Flexible</p> <p>Depending on the availability</p>