

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/intern	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/intern	ASAP
Communication support	Office/Makati City	Assist in developing the communication plan Support the com's team with communication materials Help to ensure the internal communication Develop and disseminate the newsletter Assist in the communication campaigns (execution and monitoring)	Fluency in english Good writing skills Use of internet tools and various social medias Graphic Design (A Minimum of knowledge) Ability to work with deadlines Desirable : photography and/or video	2 to 3 months	Volunteer/intern	Flexible Depending on the availability

Residential program positions

Job	Place	Main tasks	Main competencies	Duration	Contract	Starting
Facilitator or educator for special children	Jade Home / Aime Home (Cavite City & Makati City)	Create individual programs - 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/intern	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/intern	Flexible Depending on the availability
Physical therapist/Osteopath/Occupational therapist		Planning of therapies Assessing and reporting Proposal of trainings for local staff	Degree in a relevant field Pedagogy Good communication skills Listening, contact and adaptation skills	Minimum 3 months	Volunteer/intern	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	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	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 Part time	Volunteer/intern	Flexible Depending on the availability
Guitar/piano Teacher	Sibuhi Center/Makati City	Give children Guitar/piano lessons Prepare an activity schedule Conduct evaluation of child progress Organize musical sessions	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 Part time	Volunteer/intern	Flexible Depending on the availability
Sport teacher (dance,martial art...)	Sibuhi Center/Makati City	Create an activity schedule Help children to develop skills and self confidence Conduct evaluation of child progress	Degree in a relevant field appreciated Good level in English Patient, spirit of initiative, adaptable Listening, contact and interpersonal skills Experience with children	Minimum 3 months Part time	Volunteer/intern	Flexible Depending on the availability