



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	Flexible	Volunteer	Flexible
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	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)	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
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

Support programs positions