

Community Development Officer (CDO)

Location	Malaysia
Length of work	12 months
Requirements <ul style="list-style-type: none"> • Bachelors Degree academic qualification • Passionate about community development and helping the underprivileged • Work experience, leadership and management skills • Keen to further develop their personal and professional skills by stepping out of their comfort zones and challenging themselves within one year • Demonstrated interest in education, NGO and poverty alleviation issues 	
Recommended <ul style="list-style-type: none"> • Creative, flexible, responsible and motivated • Eager to learn and develop personally and professionally • Able to work under pressure 	
Allowance <ul style="list-style-type: none"> • Allowance scheme: Paid volunteer position + smart phone + laptop provided • Food accommodation and internal transportation will be provided to all CDOs • 	
Duties and Responsibilities <p>Community Development</p> <ul style="list-style-type: none"> ▪ Daily management of a community centre. ▪ Liaise and work with local community leaders for any administrative matters. ▪ Maintain good relationships with neighbors in the local community. ▪ Involve the community in activities such as sports, community clean ups etc. ▪ Preparation of reports and community centre details to the Admin and Reports Department at the HQ. ▪ Attend meetings at the HQ as and when necessary. <p>Teaching</p> <ul style="list-style-type: none"> • Planning and preparing classes and group courses. • Teaching according to the educational needs of pupils assigned to him/her. • Setting and marking of work to be carried by pupils in and out of class. • Assess and report on the development, progress and attainment of pupils. <p>Other Activities</p> <ul style="list-style-type: none"> • To promote the progress and well-being of individual pupils assigned to him/her. • To provide guidance to pupils on both educational and personal matters. • To give students advice on future careers including information about sources of expert advice on specific subjects. • To participate in formal and non-formal functions for SOLS 24/7 as required. <p>Any other necessary tasks as requested by his/her supervisor</p>	

Contact

- To apply download the SOLS 24/7 Malaysia application form from <http://www.sols247.org/join/volunteer/>
- Send the completed form to apply@sols247.org