**Community Development Officer**

**(CDO)**

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| **Location** | Malaysia |
| **Length of work** | 12 months |
| **Requirements*** 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
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| **Recommended*** Creative, flexible, responsible and motivated
* Eager to learn and develop personally and professionally
* Able to work under pressure
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| **Allowance*** Allowance scheme: Paid volunteer position + smart phone + laptop provided
* Food accommodation and internal transportation will be provided to all CDOs
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| **Duties and Responsibilities****Community Development*** 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.

**Teaching*** 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.

**Other Activities*** 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.

**Any other necessary tasks as requested by his/her supervisor** |
| **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
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