**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 | |
| **Recommended**   * Creative, flexible, responsible and motivated * Eager to learn and develop personally and professionally * Able to work under pressure | |
| **Allowance**   * Allowance scheme: Paid volunteer position + smart phone + laptop provided * Food accommodation and internal transportation will be provided to all CDOs | |
| **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](mailto:apply@sols247.org) | |