

## Volunteer Representative Opportunities in Kenya



The African Canadian Continuing Education Society (ACCES) – a non-profit agency supporting African youth education since 1993 – is accepting applications for two volunteer Representative positions. The assignments are for **2-4 months** in the spring or fall of 2009 (next year).

❖ Application deadline is May 31, 2008.

### Cost:

These positions are voluntary. ACCES provides accommodation in Kakamega, but the Representative is responsible for all other expenses, including travel, food, medical insurance, etc.

### Timing:

One Representative (or couple/family) is required for April to June, 2009.

Another Representative (or couple/family) is required for September to mid-December, 2008.

### Desired Qualifications

Due to the high interest in serving with ACCES in Kenya, and to the importance of the position, there is a competitive application process. Representatives should demonstrate ability, experience, or capacity to learn:

1. Readiness to be a strong advocate for ACCES philosophy, strategic plan, policies and procedures
2. Genuine understanding of and commitment to international development and youth education
3. Strong interpersonal and team-building skills
4. Cross-cultural awareness and sensitivity
5. Financial bookkeeping and reviewing
6. Program evaluation and assessment
7. Reporting systems
8. Photography, video, writing, journalism skills
9. Other specific skills that could be applicable
10. Intention to continue involvement with ACCES after returning to home country, including sharing personal experience and ACCES information with new potential ACCES supporters

### How to apply:

- Visit [www.acceskenya.org](http://www.acceskenya.org) and attend a “Field Trip” for more information about ACCES
- Submit (preferably by email) a completed application form (included in this document), resume, and references.
- **Application deadline: May 31, 2008.** Interviews will be conducted in mid-June.

### Send applications and questions to:

Rick Juliusson  
Executive Director, ACCES  
#402 – 411 Dunsmuir St  
Vancouver, BC V6B 1X4  
(604) 688-4880  
[rick@acceskenya.org](mailto:rick@acceskenya.org)

## **Overall Job Description:**

Representatives do not hold a position of authority or decision-making in Kenya – that role is performed by the Kenyan Programs Director and staff. Although assignments and job descriptions vary with the specific organizational needs at the time, the common reasons for sending Representatives include:

1. To ensure that money is properly used and accounted for
2. To ensure that programs are running well and achieving pre-determined goals
3. To maintain a link between Canadian supporters and the Kenyan programs
4. Upon returning from Kenya, to serve as “ambassadors” to other Canadian supporters, sharing their personal experience and understanding of the ACCES program.

## **Illustrative Examples of Work:**

- a) Participate in post-secondary scholarship selection panel and small business loans selection panel, and ensure that proper regulations are followed
- b) Assist with the trimester audit
- c) Assist partners and Programs Director with monthly and trimester reporting
- d) Conduct field visits to schools and events to verify activities
- e) Contribute writing, photos and/or video for use in ACCES publicity
- f) Evaluate program effectiveness, progress toward goals
- g) Other special projects depending upon priority needs at the time of assignment, and upon the representative’s unique skill set and interests

## **More about ACCES**

### **History & Mission**

- ACCES was founded as a non-profit organization in 1993 “to help young Africans obtain the skills and education needed to benefit themselves and their society”

### **Location**

- ACCES is a Canadian organization based in Vancouver and Surrey, British Columbia
- All ACCES projects are in the Western Province of Kenya, run by Kenyan staff

### **Donations**

- All donations to ACCES are tax deductible (#13983 1770 RR0001)
- 100% of donations for programs are used for these programs. Our low administrative costs are met by designated donations raised by the ACCES board.

### **Programs**

- **Primary schools** – serving over 1,200 youth
- **Post-secondary scholarships** for 275 Kenyan students in Kenyan institutions
- **HIV/AIDS education** for teachers and community members
- **Small business training and loans**
- **Secondary and Vocational School Scholarships**
- **Gender empowerment and justice training**
- **Adult Basic Education**
- **Basic health education and clinics**

## Application Form – ACCES REPRESENTATIVE



Name(s):

Address:

Telephone(s):

Email(s):

2008 Dates available for assignment:

*Please answer the following questions on a new sheet(s) of paper, within a 4-page maximum for the entire application (including resume).*

1. Reasons for wanting to serve ACCES as a representative.
2. Experience and understanding of international development.
3. Overseas and cross-cultural experience.
4. Experience and understanding of financial bookkeeping and reviewing.
5. Experience and understanding of program evaluation and assessment.
6. Other skills and experience that could be applied to the assignment. Include here any ideas for secondary activities/projects in addition to the main duties outlined in the job description.
7. How will this experience enable you to continue your involvement with ACCES after returning to your home country?
8. Health status.
9. "I agree that I am in good enough health to withstand a hot climate, high altitude and the possibility of walking 2-3 miles daily: \_\_\_\_\_ (initials)"
10. Referees: Please provide name, address, telephone, e-mail, and relationship for two references.
11. Resume: Please attach a current resume outlining skills, experience and education.