

## VOLUNTEER JOBS WITH YOUTH HARVEST FOUNDATION GHANA 2012

(version 19122011)

Below you find a description of the number and type of volunteers which Youth Harvest Foundation Ghana (YHFG) could use for its activities and projects in 2012. First, an explanation is given of the terms used. Second, a summary is provided. Finally the details per job are provided.

### EXPLANATION OF TERMS (when applicable)

**Minimum length of stay:** This refers to the minimum amount of time a volunteer is expected to work at YHFG for a particular job.

**Part-time / Full-time:** This indicates whether the activity is part-time or full-time. Part-time jobs can be combined with other jobs. For example, the Volunteer Newsletter can also take Sexual & Reproductive Health lessons. In the summary below a list is given of which jobs will be part-time and which will be full-time.

**Part of:** This indicates whether the activity is part of a specific project or part of the activities of the Youth Centre.

**Coordinator:** This indicates with whom the volunteer will be working together.

**Useful skills / experience:** This section provides an overview of skills and experiences which would be helpful if a volunteer has them. It can help a volunteer to determine in which area he/she would be able to contribute.

### SUMMARY

Nr.	Job title	Period	Part-time / Full-time	Minimum length of stay	Number of volunteers at the same time
1	Volunteer STEP UP project	All year	Full-time	Preferably 3 months	1
2	Trainer Entrepreneurship Skills for young graduates	Feb – June	Part-time	Preferably 4 months	1
3	Trainer Personal Development	All year <sup>3</sup>	Part-time	Not specified	1
4	Teacher Sexual & Reproductive Health & Rights for (young) adolescents	All year <sup>1</sup>	Part-time	Preferably 3 months	4
5	Peer educator Sexual & Reproductive Health & Rights	All year	Full-time	3 months (hard condition)	Ladies: 10 Gents: 5
6	Teacher Drama & Theatre	All year <sup>2</sup>	Part-time	Preferably 4 months	2
7	Volunteer Computer room	All year <sup>3</sup>	See description of job	Preferably 2 months	1
8	Trainer soccer team	All year <sup>1</sup>	Part-time	Preferably 1-2 months	1
9	Editor newsletter	All year <sup>1</sup>	Part-time	2 months (hard condition)	1
10	Volunteer Youth Parliament	March – August	Full-time	Preferably 3 months	1
11	Volunteer Junior Achievement program	March – July <sup>4</sup>	Full-time	4 months (hard condition)	3

12	Management Assistant	All year	Full-time	Preferably 4 months	1
13	Financial Assistant	All year	Full-time	Preferably 4 months	1

<sup>1</sup> All year except in school holidays: Christmas Holiday December 22, 2011 – January 9, 2012; Eastern break April 15-30; Summer holiday August; Christmas Holiday around December 22, 2012

<sup>2</sup> All year. The best time is the school holidays, see details above.

<sup>3</sup> All year, but specific timings to be checked with YHFG.

<sup>4</sup> Except during the Eastern break, see details above

**DETAILS PER JOB**

<b>1.</b>	<b>Volunteer STEP UP project</b>		
<b>Period</b>	All year	<b>Minimum length of stay</b>	Preferably 3 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Full-time
<b>Part of</b>	This activity is part of project STEP UP		
<b>Description project</b>	The abbreviation STEP UP stands for Seamstresses Training Enterprise Program in Upper East Region (STEP UP program). The overall goal of this project is to reduce poverty among young seamstresses by giving them control over their own lives through setting up a shop and workshop where they can earn their own income and save money to establish their own shop at the end of the project as well as giving them the tools for responsible family planning. 25 seamstresses will be selected to join STEP UP. The seamstresses will be between the ages of 19-24.		
<b>Coordinator</b>	The volunteer will be working together with the project coordinator.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Teaching entrepreneurship skills. A course manual is already available and consists of among others the following topics Learning together, My entrepreneurial skills, My market, Setting my price, Find the money to start, Banking, Keeping track of my money, My business plan, The Internet and e-business.</li> <li>▪ Coach participants on various aspects, among others write their business plan and setup their business</li> <li>▪ Provide Sexual &amp; Reproductive Health &amp; Rights lessons (for details see job details of number 3 below)</li> <li>▪ Linking participants up with family planning services for sexual healthcare (for instance for birth control)</li> <li>▪ Try to link up with new and existing local and international partners to sell STEP UP products in fair-trade markets</li> <li>▪ Support project coordinator</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience and/or education in business</li> <li>▪ Being able to plan and organize</li> <li>▪ Teaching skills</li> <li>▪ Motivational skills and be able to help participants to build up confidence</li> <li>▪ Experience in working with groups of young people</li> <li>▪ Knowledge about Sexual &amp; Reproductive Health &amp; Rights</li> </ul>		
<b>Other</b>	The program is mainly funded by the United Nations.		

<b>2.</b>	<b>Entrepreneurship Skills trainer for young graduates</b>		
<b>Period</b>	February – June	<b>Minimum length of stay</b>	Preferably 4 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Part-time (once a week)
<b>Part of project</b>	This activity is part of the Young Professionals Program.		
<b>Description project</b>	The Young Professionals Program is collaboration between Youth Harvest Foundation Ghana (YHFG) and Talent Beyond Limits. The latter is a Dutch organisation. In November 2011 the program started with a visit from the Dutch participants to YHFG. During this visit a common		

	<p>project is defined. The goal of this project is:  <i>YHFG encourages young graduates to become entrepreneurs and/or obtain self-fulfilled jobs, by offering them a sustainable platform, which provides a network of knowledge, skills and access to support.</i></p> <p>As part of this project Entrepreneurship Skills training will be given to young graduates. The training consists of training &amp; coaching sessions. The training session for each school will be once a month. The coaching sessions for each school once a week. The program aims to operate on two different schools.</p>
<b>Coordinator</b>	The volunteer will be working together with the project coordinator.
<b>Activities for volunteer</b>	<p>The volunteer will be teaching entrepreneurship skills. A course manual is already available and consists of among others the following topics Learning together, My entrepreneurial skills, My market, Setting my price, Find the money to start, Banking, Keeping track of my money, My business plan, The Internet and e-business.</p> <ul style="list-style-type: none"> <li>▪ Pre-training visits to schools to whip up interest for the training</li> <li>▪ Prepare &amp; organize training</li> <li>▪ Provide training</li> <li>▪ Coach the groups to write their business plan and setup their business</li> </ul>
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience and/or education in business</li> <li>▪ Social-communicative skills</li> <li>▪ Being able to plan and organize</li> <li>▪ Teaching skills</li> <li>▪ Motivational skills and be able to help participants to build up confidence</li> <li>▪ Experience in working with group</li> </ul>
<b>Other</b>	Since the training is once a week this activity should be combined with other activities.

<b>3.</b>	<b>Trainer Personal Development</b>		
<b>Period</b>	All year (specific timings to be discussed with YHFG)	<b>Minimum length of stay</b>	Not specified
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Part-time (or full time during a limited number of days)
<b>Part of</b>	Young Professionals Program		
<b>Description project</b>	<p>The Young Professionals Program is collaboration between Youth Harvest Foundation Ghana (YHFG) and Talent Beyond Limits. The latter is a Dutch organisation. In November 2011 the program started with a visit from the Dutch participants to YHFG. During this visit a common project is defined. The goal of this project is:</p> <p><i>YHFG encourages young graduates to become entrepreneurs and/or obtain self-fulfilled jobs, by offering them a sustainable platform, which provides a network of knowledge, skills and access to support.</i></p> <p>As part of this program a Personal Development training for students will be conducted. The training covers among others the topics networking, time-management and how to market yourself and your ideas.</p>		

<b>Coordinator</b>	The volunteer will be working with the project coordinator.
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Prepare training (manual of the training is available)</li> <li>▪ Plan and organize training</li> <li>▪ Provide training</li> </ul>
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Aware of cultural differences, especially with relationship to the topics of the training</li> <li>▪ Training skills</li> <li>▪ Experience in working with groups of young people</li> </ul>
<b>Other</b>	Depending on the experience of the volunteer the training can be adapted.

<b>4.</b>	<b>Teacher Sexual &amp; Reproductive Health &amp; Rights for (young) adolescents</b>		
<b>Period</b>	All year (except holidays, see summary)	<b>Minimum length of stay</b>	Preferably 3 months
<b>Number of volunteers at the same time</b>	4	<b>Part-time / Full-time</b>	Part-time (every afternoon)
<b>Part of</b>	Activities of the Youth Centre		
<b>Description of activity</b>	<p>Youth Harvest Foundation Ghana (YHFG) provides Sexual &amp; Reproductive Health &amp; Rights lessons in Senior High Schools (15 -20 years), Vocational Schools and Junior High Schools (12 – 17 years). For 2012 it aims to provide classes in twelve schools, reaching around 1150 (young) adolescents.</p> <p>During these lessons the following topics are addressed: gender awareness, family life education, sexually transmitted diseases, HIV/AIDS, forced marriages and elopement of young girls, discrimination and abuse, family planning, teenage pregnancies.</p> <p>The goal is to reach as many young people to educate them on their sexual &amp; reproductive health &amp;rights and to promote advocacy by (young) adolescents on these topics.</p> <p>At the end of the cycle (12 lessons) the students will make a test.</p>		
<b>Coordinator</b>	The volunteer(s) will work together with the youth centre coordinator. If more than one volunteer is taking the classes, the volunteers can work together and learn from each other's experiences.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Prepare lessons (course manual is available)</li> <li>▪ Conduct lessons</li> <li>▪ Conduct the end test</li> <li>▪ Fill in monitoring report after each lessons and provide report to coordinator</li> <li>▪ Answer questions one-to-one from students</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge about Sexual &amp; Reproductive Health &amp; Rights</li> <li>▪ Experience in working with groups</li> <li>▪ Experience in teaching</li> </ul>		
<b>Other</b>			

<b>5.</b>	<b>Peer educator Sexual and Reproductive Health &amp; Rights</b>		
<b>Period</b>	All year	<b>Minimum length of stay</b>	3 months
<b>Number of volunteers at the same time</b>	15 (10 ladies & 5 gents)	<b>Part-time / Full-time</b>	Full-time
<b>Part of</b>	Project SPEEK		
<b>Description project</b>	<p>The abbreviation SPEEK stands for Youth Supporting Peers and Encouraging Empowerment through Knowledge. The aim of the project is to improve sexual and reproductive health among young people between the ages of 10 and 24 in the Upper East Region of Ghana. Moreover, the aim is to enhance their understanding of their rights and responsibilities in such matters. The project aims to reach 2000 young people in five communities and will have duration of two years (2012 and 2013).</p> <p>The project will work with Ghanaian peer educators in each community. The peer educators themselves live in that community.</p>		
<b>Coordinator</b>	The volunteer will work together with the project coordinator and the Ghanaian peer educators.		
<b>Activities for volunteer</b>	<p>The activities can be divided into the categories below. For each category a selection of activities are given. These activities are conducted by the Ghanaian peer educators and the volunteers.</p> <ol style="list-style-type: none"> <li><b>1. Increase Awareness of HIV and STDs Among Peer</b> Conducting group discussions about HIV/AIDS, teach peers about reproductive health and STD detection and treatment, develop &amp; distribute educational material, perform dramas and organize sport events</li> <li><b>2. Motivate and Support Behaviour Change</b> Talk to peers one-on-one, teach peers how to do a personal risk assessment and show to negotiate safer sex (including condom use), provide individual counselling, recommend or refer peers for HIV testing</li> <li><b>3. Condom Promotion, Distribution and Education</b> Distribute free condoms, sell condoms, teach condom use (buying, storing, opening, using, disposing)</li> <li><b>4. Care and Support of People Living with AIDS</b> Support people affected by HIV/AIDS, teach peers about home care, make visits to hospitals or homes of AIDS patients</li> <li><b>5. Miscellaneous</b> Since the volunteer is an outsider in the community some (young) adolescents might feel more open to discuss sensitive matters with them than with the local peer educator. Provide referrals to health care facilities, take part in income generating activities.</li> </ol>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Social-communicative skills</li> <li>▪ Able to operate in more rural communities</li> <li>▪ Experience and/or education in Sexual &amp; Reproductive Health &amp; Rights</li> </ul>		
<b>Other</b>	Ideally 15 volunteers will be distributed over the 5 communities to work together with the Ghanaian peer educators in the respective community. In case there are not sufficient volunteers, the volunteer will work in more than one community. The project aims to give special attention to adolescent girls. For this reason more female volunteers are required than male volunteers.		

	The volunteers will be living in the communities where they will be working. The intention is to select communities within the Bolgatanga municipality.
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<b>6.</b>	<b>Teacher Drama &amp; Theatre</b>		
<b>Period</b>	All year (school holiday is the best time, see summary)	<b>Minimum length of stay</b>	Preferably 4 months
<b>Number of volunteers at the same time</b>	2 (volunteers can teach together)	<b>Part-time / Full-time</b>	Part-time (twice a week)
<b>Part of</b>	Activities Youth Centre		
<b>Description of activity</b>	The aim is create a platform for young people to exhibit their talents. The target group is between 12 and 17 years. They will be offered drama & theatre classes. The content of the classes also depend on the skills and experience of the volunteer. There will be two groups. Each group will be taught once a week. At the moment this activity is not running because of a lack of resources.		
<b>Coordinator</b>	The volunteer will provide the classes. However the volunteer will work together with the Youth Centre coordinator.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Advertise the classes at the various schools</li> <li>▪ Find participants, handle applications, follow-up on applications and form clubs</li> <li>▪ Prepare &amp; organize classes</li> <li>▪ Try to find an invitation for a performance</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience and/or background in drama &amp; theatre</li> <li>▪ Experience and/or background in teaching</li> <li>▪ Experience in working with groups of young people</li> </ul>		
<b>Other</b>			

<b>7.</b>	<b>Volunteer Computer Room</b>		
<b>Period</b>	All year (specific timings to be discussed with YHFG)	<b>Minimum length of stay</b>	Preferably 2 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	See below the category Other
<b>Part of</b>	This activity is part of the Youth Centre.		
<b>Description of activity</b>	<p>The Youth Centre has a computer room which is used for both computer lessons and as an internet cafe. The computer room is trying to increase the number of computers and to set up a network which enables the staff to store data and print centrally in the Youth Centre.</p> <p>The basic computer lessons are provided to club members and the general public and cover among others:</p> <ul style="list-style-type: none"> <li>▪ Identifying hardware components</li> <li>▪ Explaining the functions of the basic icons and short keys</li> <li>▪ How to create a folder</li> <li>▪ How to work with OpenOffice.org or Microsoft Word and Excel</li> <li>▪ How to work with e-mail</li> <li>▪ How to search for information on the Internet</li> </ul> <p>Classes are typically in the afternoon. During the holidays they are in the morning.</p>		

<b>Coordinator</b>	The volunteer will be working together with the coordinator of the computer room.
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Help in the computer room</li> <li>▪ Provide basic computer lessons</li> <li>▪ Help repairing computers, printers and copiers</li> <li>▪ Try to attract more customers to the internet cafe</li> </ul>
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of most common software</li> <li>▪ Knowledge of Linux (Ubuntu software). However, for the basic computer lessons Linux is not that different from Windows.</li> <li>▪ Knowledge of hardware</li> <li>▪ Knowledge about networking and server management</li> </ul>
<b>Other</b>	If a volunteer is only helping with the computer lessons it would be a part-time activity which could be combined with another activity. However, if a volunteer is capable to help with hardware, networking and setting up a server it could be a full-time job.

<b>8.</b>	<b>Trainer soccer teams</b>		
<b>Period</b>	All year	<b>Minimum length of stay</b>	Preferably 1 months
<b>Number of volunteers at the same time</b>	1-2 (volunteers can teach together)	<b>Part-time / Full-time</b>	Part-time (every afternoon)
<b>Part of</b>	This activity is part of the Youth Centre.		
<b>Description of activity</b>	The Youth Centre has, under the name 'Harvest Academy', three soccer teams. The teams are under 12 years, 15 years and 17 years. Every weekday there is training from 4 – 6 pm. The teams train together. On Saturdays they play friendly matches. On average 20 to 30 players join the daily soccer practice.		
<b>Coordinator</b>	There is coordinator with whom the volunteer is working together.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Prepare and provide soccer training</li> <li>▪ Evaluate training together with coach</li> <li>▪ Teach technical and tactical skills</li> <li>▪ Train players on drills using cones and balls</li> <li>▪ Prepare players mentally for the matches</li> <li>▪ Teach players how to get fit and importance of physical fitness (what to do before and after a match, what to and what not to eat before a match)</li> <li>▪ Help with simple soccer injuries and their treatments</li> <li>▪ Motivate and inspire the players on the field and for school</li> <li>▪ Help coach to improve his skills</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience with soccer (rules, exercises and drills)</li> <li>▪ Experience in coaching</li> <li>▪ Be creative with limited equipment and many players</li> <li>▪ Experience in working with groups of young people</li> <li>▪ Have knowledge of simple soccer injuries and treatment</li> <li>▪ Knowledge about physical fitness</li> </ul>		
<b>Other</b>	There are no training the second half of July		

<b>9.</b>	<b>Volunteer Newsletter</b>		
<b>Period</b>	All year (except school holidays, see summary)	<b>Minimum length of stay</b>	2 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Part-time
<b>Part of</b>	This activity is part of the Youth Centre.		
<b>Description of activity</b>	The Harvest Club Newsletter is run by students for students. The newsletter contains articles, poems, stories, jokes, etc. Students write the content for the newsletter. A committee consisting of twelve students, from the five schools in Bolgatanga, choose the subject of every issue. They also write an opening article and collect the articles from other students of their own school. The chosen subjects are issues that play an important role in the daily live of students.		
<b>Coordinator</b>	There is a project coordinator for this project with whom the volunteer is working together.		
<b>Activities for volunteer</b>	<p>The volunteer takes the lead in making the newsletter. The intention is to give out 7 newsletters per year. It takes approximately five weeks to make a newsletter.</p> <ul style="list-style-type: none"> <li>▪ Communicate with newsletter committee members (with coordinator)</li> <li>▪ Organize meetings for the newsletter (there is a preparation document available)</li> <li>▪ Prepare layout in Scribus (there is a manual for Scribus available)</li> <li>▪ Type out articles together with students</li> <li>▪ Finish the lay-out together with a student</li> <li>▪ Organize printing (done by Youth Centre)</li> <li>▪ Update the archive and planning</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Be able to work independently and hold on to planning</li> <li>▪ English editing and writing skills</li> <li>▪ Have experience in working with lay-out software</li> </ul>		
<b>Other</b>			

<b>10.</b>	<b>Volunteer Youth Parliament</b>		
<b>Period</b>	March – August	<b>Minimum length of stay</b>	Preferably 3 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Full-time
<b>Part of</b>	Project Youth Parliament		
<b>Description project</b>	<p>Youth Parliament is a platform created for adolescents to express their views about sexual and reproductive health &amp; rights. The Youth Parliament is an event where students of various Senior High Schools and Vocational Schools (age group 15 – 17) have a debate about the above mentioned topic.</p> <p>During the Youth Parliament sensitive issues can be discussed and students can get a more common accepted view on these issues. At the same time it develops advocacy skills among adolescents. They learn to speak clearly in public. The participants will come from the existing Harvest Clubs which have followed a series of Sexual &amp; Reproductive Health &amp; Rights lessons.</p>		

	The event is already organised several times. The last time was in 2010. In 2009 the event was also held. 180 students participated. As guests and part of the jury were among others the Upper East Deputy Regional Minister, Regional Director of the National Youth Council and a representative from the Ghana Health Services.
<b>Coordinator</b>	The volunteer will be working together with the project coordinator.
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Plan and organize the event</li> <li>▪ Help with fundraising</li> <li>▪ Inform students</li> </ul>
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in organising events</li> <li>▪ Experience in fundraising</li> <li>▪ Experience in working with young people</li> </ul>
<b>Other</b>	

<b>11.</b>	<b>Volunteer Junior Achievement program</b>		
<b>Period</b>	March – July (except 3 weeks during Easter holiday in April)	<b>Minimum length of stay</b>	4 months
<b>Number of volunteers at the same time</b>	3	<b>Part-time / Full-time</b>	Full-time
<b>Part of</b>	Project Junior Achievement		
<b>Description project</b>	<p>This project is part of a nationwide program. This program is done in Bolgatanga by Youth Harvest Foundation Ghana. It is carried out with the second year students who have undergone the Sexual &amp; Reproductive Health &amp; Rights lessons in the first year. The participants are members of the Youth Harvest clubs in various Senior High Schools (age group 15-17). Participation is on a voluntary basis.</p> <p>The participants are required to set up their own company, called a JA company. Each company consists of 30 harvest club members. They will receive 12 entrepreneurship lessons. As part of the training they write a business plan and setup a company. The best ideas are selected and will join the national competition in the capital Accra. The winner will go to the election of 'African JA Company of the Year' and that winner will go to the US.</p> <p>The goal of the program is to in-calculate business ideas into young people which will help to reduce unemployment.</p>		
<b>Coordinator</b>	The volunteer will be working together with the project coordinator.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Advertise the program at the various schools</li> <li>▪ Prepare &amp; organize training (training manual is already available)</li> <li>▪ Provide training</li> <li>▪ Coach the groups to write their business plan and setup their business</li> <li>▪ Help members in the sale of their share (each JA Company has to issue shares to acquire capital to start the business)</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience and/or education in business</li> <li>▪ Social-communicative skills</li> <li>▪ Being able to plan and organize</li> <li>▪ Teaching skills</li> <li>▪ Motivational skills and be able to help participants to build up confidence</li> <li>▪ Experience in working with groups</li> </ul>		

<b>Other</b>	

<b>12.</b>	<b>Management Assistant</b>		
<b>Period</b>	All year	<b>Minimum length of stay</b>	Preferably 4 months
<b>Number of volunteers at the same time</b>	1	<b>Part-time / Full-time</b>	Full-time
<b>Part of</b>	Staff		
<b>Description</b>	<p>Youth Harvest Foundation Ghana (YHFG) is running a Youth Centre. The activities of the Youth Centre include among others:</p> <ul style="list-style-type: none"> <li>▪ Providing Sexual &amp; Reproductive Health &amp; Rights lessons at schools</li> <li>▪ Computer training &amp; offering the facilities of an internet cafe</li> <li>▪ Providing soccer training &amp; games to three age groups (under 12, 15 and 17)</li> <li>▪ Facilitating a newsletter for students and made by students</li> </ul> <p>Besides, YHFG is running various programs. One example is STEP UP which goal is to reduce poverty among young seamstresses by giving them control over their own lives through setting up a shop and workshop where they can earn their own income and save money to establish their own shop at the end of the project as well as giving them the tools for responsible family planning. 25 seamstresses will be selected to join STEP UP.</p> <p>Another example is project SPEEK which aims to improve sexual and reproductive health among 2000 young people in five communities. Moreover, the aim is to enhance their understanding of their rights and responsibilities in such matters.</p>		
<b>Coordinator</b>	The volunteer will be working together with the executive director.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Gather reports from project coordinators &amp; consolidate reports</li> <li>▪ Monitor timelines and help measuring performance</li> <li>▪ Work together with financial officer to monitor budgets</li> <li>▪ Help with writing new proposals</li> <li>▪ Provide assistance to executive director</li> <li>▪ Support project coordinators in project management</li> <li>▪ Attend external meetings in absence of executive director</li> <li>▪ Other activities which might come up</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in project management</li> <li>▪ Experience in and/or background in finance</li> <li>▪ Experience in writing proposal</li> <li>▪ Experience in personnel management</li> <li>▪ Experience in fundraising</li> </ul>		
<b>Other</b>			

<b>13.</b>	<b>Financial Assistant</b>		
<b>Period</b>	All year	<b>Minimum length of stay</b>	Preferably 4 months
<b>Number of volunteers at</b>	1	<b>Part-time / Full-time</b>	Full-time

<b>the same time</b>			
<b>Part of</b>	Staff		
<b>Description</b>	<p>Youth Harvest Foundation Ghana (YHFG) is running a Youth Centre. The activities of the Youth Centre include among others:</p> <ul style="list-style-type: none"> <li>▪ Providing Sexual &amp; Reproductive Health lessons at schools</li> <li>▪ Computer training &amp; offering the facilities of an internet cafe</li> <li>▪ Providing soccer training &amp; games to three age groups (under 12, 15 and 17)</li> <li>▪ Facilitating a newsletter for students and made by students</li> </ul> <p>Besides, YHFG is running various programs. One example is STEP UP which goal is to reduce poverty among young seamstresses by giving them control over their own lives through setting up a shop and workshop where they can earn their own income and save money to establish their own shop at the end of the project as well as giving them the tools for responsible family planning. 25 seamstresses will be selected to join STEP UP.</p> <p>Another example is project SPEEK which aims to improve sexual and reproductive health among 2000 young people in five communities. Moreover, the aim is to enhance their understanding of their rights and responsibilities in such matters.</p>		
<b>Coordinator</b>	The volunteer will be working together with the financial officer.		
<b>Activities for volunteer</b>	<ul style="list-style-type: none"> <li>▪ Monitor budgets</li> <li>▪ Update budgets &amp; cash flow statement</li> <li>▪ Monthly financial review meetings</li> <li>▪ Budgeting for new proposals</li> <li>▪ Bookkeeping (daily entry of expenditures &amp; prepare of daily vouchers)</li> <li>▪ Prepare financial reports for donors</li> <li>▪ Help with approval of expenditures</li> </ul>		
<b>Useful skills / experience</b>	<ul style="list-style-type: none"> <li>▪ Background in Business Administration</li> <li>▪ Background in Accounting &amp; Finance</li> <li>▪ Working with Excel</li> <li>▪ Working with NGO &amp; donor partners</li> </ul>		
<b>Other</b>			