



DETAILED VOLUNTEER INFORMATION PACK

We know that people all over the world want to contribute to the needs of vulnerable families and children, but are unsure how to navigate the sheer gamut of international volunteer options available. How do you ensure that your efforts are positively influencing a community? This is where we come in! Thanks to the relationships we've built here in Nkoaranga, our problem-based assessment model, and the local staff we employ, TST is able to directly collaborate with the community and define intervention initiatives that are driven by real need. We strive to develop effective and sustainable projects that tackle core problems here in Nkoaranga based on feedback we receive from the local population and we need your help to ensure our operations continue to produce meaningful change.

Time with TST will afford you the opportunity to make a real impact and gain experience with an International NGO—no matter where you are based. TST aims to provide each volunteer with personal and professional development in return for the time they spend with us. Whether you can stay for four weeks or for an entire year, we will help provide you the opportunity to contribute to the village of Nkoaranga in a meaningful way!

No effort is too small to make a difference.

Volunteering can increase your employability, broaden your worldview, expose you to challenges that re-define who you are and what you believe in, shift your perspective and enlarge your ideas of love and empathy. What you walk away with all depends on the experience you are looking to cultivate. That said, we encourage volunteers who prioritize the difference they are able to make over the desire for self-actualization, and realize that while these trips are often transformative for the volunteers, our primary responsibility is towards our children and clients.

If you're interested in learning more about how you can get involved, please read through all the details, and fill out our online volunteer application form [\[here\]](#). A member of our team will be in contact within 48 hours to further discuss the opportunity once all of the information is submitted. We welcome you!

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Workshops

Job Description

We are looking for individuals with specific skill sets, who desire to share their knowledge with the men, women, and children of Nkoaranga, Tanzania through the hosting of workshops. Currently, we are looking for individuals who have experience in and are capable of putting together workshops on painting, knitting, jewelry making, music, dance, and sports. Other workshop ideas will be received on a case by case basis and approval will depend on resources and staff availability. The benefit of hosting a workshop is that you can design it to fit your comfort level, resources permitting. If you would prefer to work with smaller groups in more one-on-one settings, or you would prefer to work with children, or adults, you can build the workshop not only around the needs of the community, but around your own comfort as well.

SUPERVISION: Workshop volunteers report directly to the Volunteer Coordinator on site, and to the Program Manager, and when applicable, to the Volunteer Leadership Intern

TIME COMMITMENT EXPECTED: Workshops can vary in length and duration, but typically run on weekends, or 2-3 days per week, and last for 2-3 weeks.

SKILLS, EXPERIENCE, QUALIFICATIONS REQUIRED: Mature, independent, committed individuals that have an interest in working with a wide range of individuals, are willing to work hard and as a team with other volunteers and TST staff. Flexibility, a sense of humor, good energy, compassion, and willingness to immerse into another culture are important traits.

ORIENTATION: Volunteers will be guided through the course of their trip planning and receive a personal orientation upon arrival. Volunteers will be briefed on safety guidelines, important cultural information, and volunteer expectations.

TST EXPECTS VOLUNTEERS TO:

- Know their duties and stay on task
- Cooperate with staff and other volunteers, and to maintain a team attitude
- Contribute suggestions and ideas
- Arrive on time for scheduled shifts as this is the volunteer 'job' and taken seriously
- Treat all children, staff, volunteers and villagers with respect
- Attend TST monthly lunches and meetings
- Maintain a flexible attitude

ROLE OF THE VOLUNTEER: Workshop volunteers will be expected to prepare a curriculum for their workshop and get the curriculum approved by TST staff prior to coming to Tanzania. You will need to work with the in-country staff, specifically the volunteer coordinator, to ensure that you know what materials are readily available in Tanzania, and what materials you will need to bring with you, so that you are appropriately prepared. Once on the ground, you will be assisted with any setup that needs to happen prior to the start of the workshop, and you will be provided with staff members who are able to help you translate your message to your desired audience. At times, you will be working with and have the assistance of TST staff, but you should also be prepared to work independently.



Daycare

Job Description

The Small Things takes very seriously our obligation to create a stable and healthy environment for our long-term care children. We are especially mindful of their mental health. For this reason, volunteers will be limited in their everyday interactions with the orphanage and Children's Village children in order to reduce the potential for unhealthy attachment. TST places carefully screened and selected volunteers to serve at the Daycare Center within the village of Nkoaranga, Tanzania. The majority of the daycare children have stable home environments where their own family members care for them. We have found that the Daycare children are more successful in how they form connections so that volunteer departures are less disruptive. While TST has hired local staff to lead the Daycare center, there are still critical needs for volunteers to assist with daily chores, creative arts and crafts assignments, tutoring help, and much more. Volunteers also play an important role in education, playtime, and other caregiving situations. Volunteers typically will work with children from age 3 to 6.

SUPERVISION: Volunteers report directly to the Volunteer Coordinator on site, and to the Education Director, who is responsible for the Daycare Center operations.

TIME COMMITMENT EXPECTED: Volunteers are expected to work approximately 7 hours a day, for 35 hours per week. Typically, volunteers will work Monday through Friday, from 8:30am to 3:30pm. Our primary goal is to have volunteers assist the Daycare teachers and staff members as much as possible during the school day.

SKILLS, EXPERIENCE, QUALIFICATIONS REQUIRED: Mature, independent, committed individuals that have an interest in working with small children, are willing to work hard and as a team with other volunteers and TST staff. Flexibility, a sense of humor, good energy, compassion, and willingness to immerse into another culture are important traits. Volunteers can help prepare for their trip by exploring songs, games, and activities appropriate for toddlers and children ages 3-6. Be sure to check out our Pinterest page for good ideas!

ORIENTATION: Volunteers will be guided through the course of their trip planning and receive a personal orientation upon arrival. Volunteers will be briefed on safety guidelines, important cultural information, and volunteer expectations.

TST EXPECTS VOLUNTEERS TO:

- Know their duties and stay on task
- Cooperate with staff and other volunteers, and to maintain a team attitude
- Contribute suggestions and ideas
- Arrive on time for scheduled shifts as this is the volunteer 'job' and taken seriously
- Treat all children, staff, volunteers and villagers with respect
- Attend TST monthly lunches and meetings
- Maintain a flexible attitude

ROLE OF THE VOLUNTEER: Volunteers will be responsible for a multitude of tasks at the Daycare Center in conjunction with the primary teaching staff and support staff, along with other international and local volunteers. These tasks include but aren't limited to

- Developing activities/creative programs for the children
- Coordinating indoor and outdoor recess activities and games
- Leading story time and circle time
- Tutoring children in Math, English, Reading, and Writing
- Assisting with homework
- Preparation and clean-up of meals and snacks
- Teaching hygiene and basic manners



Daily Schedule

8:00 AM – 8:30 AM: The children begin arriving around 8am and the school day officially starts at 8:30 with circle time. This is when we ask all volunteers to be at the Daycare and ready to get to work. The kids all gather round and start the morning with songs, stories, and of course some dancing.

9:00AM – 10:30 AM: You will be helping the children with math and language lessons, including some one on one time with the children who need more help. After the morning lessons are completed, the students have porridge for a mid-morning snack.

10:30AM – 11:45AM: After porridge, the younger children head out to play, while the older children (those in pre-primary) return to lessons for a half hour, and then head outside to play as well. During recess, you will be encouraged to play with the children and teach them new songs and games such as duck duck goose, and red light green light.

11:45AM – 12:30PM: This is the time for our hands-on learning centers. The students will be divided into smaller groups of 4-6 children where they will be encouraged to learn through fun games such as matching, memory, and many other Pinterest-inspired activities.

12:20PM – 1PM: Lunch time! During this time you will assist the staff with distributing lunch and helping to clean up after the children have finished eating. After the children eat, the volunteers and staff members will eat lunch as the younger children have nap time, and the older children are reading and working on handwriting. After the older children are finished with silent reading, they will copy their homework and begin working on it.

2:00PM – 3:00PM: This time is mostly devoted to tutoring and extra work. Volunteers will assist the children with math, English, Reading and Writing during this time.

3:00PM – 4:00PM: During this time, the children have a bit of free play while they wait for the family to come pick them up from Daycare. This is a great time for volunteers to lead story time, work on puzzles with the children, organize indoor games, etc.



Internships

TST feels that all interns should be appreciated for their efforts, big or small, and we aim to provide each intern with personal and professional development in return for the time they spend with us. However, it is important for interns to have reasonable expectations – we are a small and hardworking organization in a developing country, so a “go-with-the-flow attitude” is essential! Regardless of your length of stay, we will help provide you the opportunity to contribute to the village of Nkoaranga in a meaningful way. If you’re interested in learning more about how you can get involved, please fill out our online internship application form [\[here\]](#). A member of our team will be in contact within 48 hours to further discuss the opportunity once all of the information is submitted. We welcome you!

Social Work

Are you currently pursuing an undergraduate degree in a social work program or a related field? Consider joining the TST team to get a unique, hands on internship experience that you can not only get school credit for, but one in which you will develop both professionally and personally. Time with TST will afford you the opportunity to make a real impact and gain experience with an International NGO in a developing country.

As a Social Work Intern, you will be working with orphaned and vulnerable children from birth to the age of 15. Tasks will include but are not limited to generating care plans, performing development assessments, homework and social activity support, and field social work with children and families affected by poverty.

Volunteer Leadership

Designed for individuals who are outgoing, quick-learners who love meeting and interacting with people from all over the world, our volunteer leader internship is a unique opportunity that will allow you to not only give of your own time and talents to the people of Nkoaranga, but you can help others to do the same! This is ideal for someone who enjoyed volunteering in the developing world in the past, and wants to take on a new role.

As a volunteer leader intern, you will be working closely alongside the communications coordinator to help with the orienting, managing, and scheduling of volunteers during their stay. This will include tasks such as orienting volunteers around town, teaching volunteers how to use the Tanzanian public transportation system, guiding volunteers in their daily assignments, and helping new volunteers to adapt to life in a developing country.

Education

Do you have a background in teaching or any experience with ESL students? Consider joining the TST team as our education intern! This 4+ months long internship will have you working closely with our education coordinator as well as our student teachers to help ensure that our children are receiving the best possible enrichment for their education.

As an education intern, you will help create daily homework activities for our residential children, perform one on one tutoring with children who are struggling in certain academic areas, lead book club, mentor the student teachers, and help in the overall educational advancement of the children of TST. You will also be helping our majority Tanzanian staff to improve their English skills by hosting group and private tutoring lessons.

Development

Are you interested in learning more about how development non-profits work from the inside? Do you have experience in fundraising, event planning, and general communication skills? Then the US-based Development Internship is right for you!

As a development intern, you will be working closely with the Development Director and the Executive Director of TST to help with donor communications, the creation and execution of events and fundraisers, and improving the overall reach of our organization. This position would be ideal for someone residing in the Northeast US, but arrangements can be made to accommodate individuals located elsewhere. We would also be happy to host remote interns on a visit to Tanzania!



Accommodation

We offer several accommodation options, and are happy to host volunteers with their own housing – we can also refer you to some beautiful high-end lodges in the area!

- **Volunteer Compound:** Accommodations at the volunteer compound consist of a private or semi-private room with a western style, en-suite bathroom (hot showers, power permitting). The volunteer compound is located in the same compound as the TST office. Accommodations also include access to a fully furnished kitchen that includes a gas stove top, small convection oven, and a refrigerator/freezer.
- **Homestay:** Enjoy a taste of village life by staying with a local family, close to the TST compound. You will share meals with the family and be provided with basic accommodation, including western style bathrooms.
- **Outside Accommodations:** For visitors seeking a more luxurious experience, we can refer you to a number of wonderful facilities nearby our work, including Rivertrees Country Inn, Usa River Rehabilitation Center Guesthouse, and Mt. Meru Game Lodge.



Expense Breakdown

It is important for you to know that 100% of the money that you pay to TST goes directly to accommodation expenses (housing) or to our programs, none of it goes towards administration costs or profits. In fact, the total of accommodation plus fundraising goals is less than many other organization's project fees alone. You not only save money but also know that you help to financially support the children of Nkoaranga with an ethical responsible NGO. Please note that there is no registration or application fee.

Part of your budget will include things such as airfare, immunizations, travel/medical insurance, visas, your daily living expenses, etc. While we cannot calculate that for you as there are many variables, we can give you some ideas of what your visas will cost, and what are typical ranges for daily living expenses.

The following costs include airport pickup and drop off, housing at the TST compound which consists of basic western-style accommodations including a bed outfitted with mosquito net and linens, an en-suite bathroom, and a fully guarded compound. Also included in the accommodation cost is a meal plan that provides you with breakfast and lunch, Monday through Friday, communal use of a game room and kitchen, wi-fi and hot showers (utilities permitting!)

	Up to 4 weeks	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	7 th Month	8 th Month	9 th Month	10 th Month	11 th Month	12 th Month
Accommodation	\$300/month or \$75/week											
Fundraising target	\$400	\$200	\$200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Visa	\$250			\$1,050								
Total cost per week	\$237.50	181.25	162.5	\$197	\$178	\$165	\$155	\$148	\$143	\$139	\$135	\$132
Direct cost per week	\$138	\$131	\$113	\$172	\$153	\$140	\$130	\$123	\$118	\$114	\$110	\$107

For example, if you plan to stay for:

- 4 weeks: your overall cost to TST would be \$300 for accommodation, \$250 for your volunteer visa, and a fundraising goal of \$400. This would make your direct cost \$550 (\$138/wk) with an additional fundraising goal of \$400.
- 10 weeks: your overall cost to TST would be \$750 for accommodation, \$250 for your volunteer visa, and a fundraising goal of \$700. This would make your direct cost \$1,000 (\$100/wk) with an additional fundraising goal of \$700.
- 30 weeks: your overall cost to TST would be \$2,250 for accommodation, \$1,050 for your volunteer visa, and a fundraising goal of \$1,250. This would make your direct cost \$3,300 (\$110/wk) with an additional fundraising goal of \$1,250.