

COMMUNITY SERVICES AND VOLUNTEERING APPLICATION FORM

www.navtifoundation.org

This project looks at how:

- * Our members can assist in other areas of the community without really thinking of compensation. Most often, many of our community projects are not able to afford for enough income to meet up with their expenditure. So they need some people with skills they require to assist them for free.
- * International Volunteers: There are also avenues for international volunteers to come over to our center to assist us in our various projects.

Hence we try to promote the spirit of volunteering amongst our community so as to help those who cannot pay for benefit at least from knowledge and services we can render.

We have received so many volunteers worldwide since 2005.

Below is more information about our volunteer different job opportunities.

Please chose any that is/are interesting to you and apply.

VOLUNTEER POSITIONS

- 1) **TEACHING:** NAVTI has built a Primary school in Shukai village and also working closely with Kids Bilingual Nursery and Primary Tobin where volunteers can assist teaches. These are community-managed schools with little resources to pay staffs. Hence volunteers are highly welcomed for at least 3 months teaching. You live in the village with the community. You can teach any subjects to school children. Let's know which classes you can handle well.
- 2) **COMPUTERS TEACHER:** Here we need people to teach basic computer skills like MS word, excel, etc. You shall work by teaching either in our main computer center or in our other computer schools in villages. We also want to train youths on Cisco programs, so you can assist us setup this centers.
- 3) **HEALTH WORKS:** Here we need nurses, doctors, and other health practitioners as volunteers interested in health domain to work in our Health center in Nseh and partner community health centers. He/she shall live there. We also have a training program for nurses, you can teach there. Please know that these centers lack equipments and we be happy when coming along to bring some health equipments so you can use and assist them with it when leaving. More details shall be sent to you if requested.
- 4) **COMMUNITY WORKS: HIV/AIDS Educator/ Human Rights Educator** positions are also available for anybody to assist us manage our HIV/AIDS school programs and HIV/AIDS community education schemes. Give health talks, to students, show video, try to organize the various groups.
- 5) **PROGRAMS OFFICER:**
 - Here we need somebody to assist our work in writing projects, maintaining our field programs & partners and supervising our extension works.
 - She/he works most often in building up projects and the field linking our partners.
 - Help us write projects and do **fundraising packages/events**.
- 6) **AGRICULTURAL EXPERT**
 - ◆ Agricultural expert teach the farmers better ways of crop production so as to have more yield and even more techniques to store their products.

WHAT WE CAN OFFER:

- We have a guest house for volunteers

- ▶ We will cover most job related expenses
- ▶ We can pick you up from Airport if required. ETC

GUEST HOUSE PROJECT- VOLUNTEER CONDITIONS

To ensure good services for our volunteers living condition while working with us, we have made a Guest House Project which is a House for volunteers to stay and have their meals. It is open to non Navti Foundation volunteers staying in our town.

HOUSING CONDITIONS

We have a 2 apartment house with four bed rooms each. You shall share an apartment with three house mates and have your own room. You shall also share one toilet and bath. They are all clean and well arranged with beds, furniture room.

Housing is 20 euro/monthly (bed, electricity etc provided).

Donation: please before coming, fundraise a **one time donation** of 100 euro to the organisation for its charity projects (just try)

FEEDING CONDITIONS

Food will be arranged by volunteer but is very cheap
(100 usd budget a month to live in Kumbo is great about).

NOTE:

- Life is very natural here and from April to September, we have rainy season with heavy rainfalls and from October to March, dry season with heavy sunshine.
- Generally, the weather is very cold during the mornings and evening periods. So you need much hot wears.
- Our various structures lack adequate work and training materials. So please come along with enough training materials to teach or make your work have some impact on the community when you work.
- You might need to donate financially or in kind when you come. So be prepared to assist the people where you are.
- You might be working in certain rural areas with poor transportation means. So you might need to bring a car if you can afford sparing one.
- You need to bring your laptop computer if you have.

To all volunteers,

NOTICE ABOUT BEHAVIOUR CODE

- The NAVTI Foundation and its partners wish to put before your notice some comments and rules we wish our volunteers to follow when they join our family.
- The NAVTI Foundation disclaims responsibility or liability to any volunteer who travels out of Bui Division for non official purposes.
- We also disclaim responsibility of any volunteer who is hurt moving in the streets after 9pm.

- We disclaim responsibility of any volunteer who happens to be injured while performing an in moral activity.
- The organisation request that for it's public image, volunteers should withdraw from drinking above limits; avoid public boyfriend or girlfriend manifestation; dancing in pubs; and other negative social activities for our town has a high social conduct and despise public shows.
- Visitors are not allowed into the individual rooms for security purposes.
- All the volunteers should please notify the office in case they wish to travel out of town even during their free periods.
- Working hours from Monday to Friday range from 8.30am to 4 pm with 1 hour break time. Weekends are optional or upon request.
- Careful use of the organisation's facilities shall highly be appreciated.
- The organisation is represented by Mr. Jean Louis SHUDZEKA and Mr Webnjoh John KANJOH, please contact either of them for official actions.

IF YOU'RE OKAY WITH THE ABOVE MENTIONED DETAILS AND YOU STILL FEEL YOU CAN ASSIST OUR COMMUNITY, PLEASE FILL THE FORM NEXT PAGE AND SEND.

THANKS FOR YOUR SUPPORT TO OUR COMMUNITY IN ADVANCE.

Please copy this application form out, file and send to us as attachments so we study and evaluate. Send along side your Curriculum vitae and picture.

VOLUNTEER'S APPLICATION FORM

NAVTI FOUNDATION NGO

Address:

LYUNGA STREET TOBIN
P.O.B 151 KUMBO, N.W.PROVINCE,
CAMEROON AFRICA
Tel: (237) 3348 1590, 7572 3035/ 7791 37 92
Email: navtifoundation@yahoo.com

APPLICATION FORM

Please type or use CAPITAL letters and write legibly. If necessary, please attach an extra sheet.

1) INFORMATION ON THE APPLICANT

Name:

Sex:

Age:

Height:

Nationality:

Working languages (please specify all you working languages):

English

French

Others (specify):

Highest qualification:

Main Profession or occupation:

Contact Information: Please note that all correspondence will be sent to this address, so make sure it is correct.

Postal address (street, number, city, postal code, country):

Telephone:

Mobile phone:

Email:

How/where did you hear/read about us?

II. SKILLS

Please list below your skills, whether academic or working.

III. INFORMATION ON ORGANISATION/ INSTITUTION (if any)

Sending organisation/Institution

Postal address:

Telephone:

Telefax:

Email:

Internet address:

Please describe briefly the scope and main activities of the organisation/ institution:

What is your function or role in the organisation?

IV. Experience as a volunteer.

Describe any volunteer experiences you have had before.

What type of training have you received before in youth work or organisational work?

Have you been involved in any other activity or project within your country?

If yes, which one(s)?

Office use only

Applicant Name:

Enclosed documents: Curriculum Vitae

Comments:

Interview:

Accept/Reject

Sign:

V. MOTIVATIONS AND EXPECTATIONS.

- * **Which field are you interested in working:**

- * **Your motivation and reasons for wanting to take part in this internship:**

- * **Your volunteer needs: what would you like or do you need to learn on this internship?**

- * **Follow-up and implementation:** in which ways do you expect to be active in volunteering after working with us? What will your target group be?

Outcomes of your participation: In which ways do you think your participation will contribute to the implementation of programmes for rural development where you shall work?

Please provide contact information of two people we can contact for references.

1) Name, Title, Relationship with you

Address:

Telephone:

Telefax:

Mobile telephone:

Email:

2) Name, Title, Relationship with you

Address:

Telephone:

Telefax:

Mobile telephone:

Email:

VI. PRACTICAL INFORMATION

Special needs: Have you any special needs or requirements or assistance that you want the organisation to take into account (disability, dietary, logistics, travelling etc)?

WHEN DO YOU INTEND TO START THIS VOLUNTEERSHIP?

WHEN DO YOU INTEND TO END YOUR VOLUNTEERSHIP?

Visa: Will you require visa assistance in coming to Cameroon? If yes, please indicate:

Your date of birth:

Passport No.

Issued at (place):

Date of issue:

Date of expiry:

Date:

Signature: