
diversethics Foundation and **Child's Dream Association** are two Swiss-registered charitable organisations (NGOs) helping communities in need in the entire Mekong Sub-Region (Thailand, Burma, Laos, Cambodia and Vietnam). Child's Dream Foundation is also registered as a Thai charitable foundation. For our subsidiary office **CDAK ("Child's Dream Akphiwhat Khmer")** in Siem Reap/Cambodia we are looking for a

Children Activities Trainer (volunteer position)

interested in working for us in Siem Reap/Cambodia for six months. Please note that this is a volunteer position and no compensation is paid. Please only apply if you are interested and able to work for free.

Tasks

- Provide training to our CDAK staff in extra-curricular children activities such as games, drawings, arts, handicrafts, etc.
- Provide assistance to our CDAK staff in conducting these children activities
- Assist our CDAK staff in developing learning materials for students
- Support daily office activities with general administration work (correspondence, filing, typing, basic accounting, taking minutes)
- Support our CDAK staff in administrative office duties (project proposal writing, basic project accounting, project evaluation, final reports, etc.)
- Assist our CDAK staff to improve their English language skills and computer literacy

Required skills & qualifications

- higher education in child development / activities for children
- proactive, innovative, well organized and self-motivated
- good oral and written English skills are a must; knowledge in additional languages is beneficial
- PC skills (outlook, word, excel, access, powerpoint, basic web tools)
- team player, who is also able to work independently
- open-minded, flexible, spontaneous person, who is interested in NGO work and foreign cultures

Start date

- approx. July 2010

Duration of assignment

- minimum six months

To apply for this volunteer position, please complete the "volunteer application form" available in the volunteer section of our webpage and send it to volunteers@childsdream.org. For additional information please see <http://www.childsdream.org/index.php?id=53>.

We are looking forward to receiving your documents!