



**KILIMANJARO WOMEN INFORMATION
EXCHANGE AND CONSULTANCY
ORGANIZATION**

**VOLUNTEER AND INTERNSHIP
GUIDELINES**



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STATEMENT OF PURPOSE

The purpose of the following volunteer guidelines is two-fold: 1) To encourage qualified volunteers and interns to work with KWIECO in order to develop their skills and contribute to the work of the organization. 2) To help KWIECO smoothly integrate volunteers and interns into the organization and have an ongoing assessment of the organization's intern and volunteer programming.

Volunteers are an integral part of many NGO's. Their presence offers a unique opportunity for all individuals involved and the organization as a whole to learn and grow. Thus, it is important that KWIECO maintains fair and transparent processes for recruiting volunteers, active mentors within the organization, and a system for evaluation that allows for the organization's continual improvement. Should these conditions be met, the recruitment of volunteers and interns will prove mutually beneficial for both the recruited individuals and the organization.

These guidelines contain recommended procedures for recruiting volunteers, for introducing volunteers into the organization, for making the most of the volunteers' experience, and for evaluation and assessment.



VOLUNTEER GUIDELINES AND PROCEDURES

Below are a set of guidelines and procedures for KWIECO's intake of volunteers and interns. These are meant to provide standardized procedures for each volunteer that will help to maximize the benefits of the volunteer's experience at KWIECO.

1. Volunteer Application

Recruitment of volunteers should be a fair and transparent process. People interested in volunteering or interning with KWIECO should submit curriculum vitae, letter of interest, and a completed application form (page 6). Instructions on how to apply for a volunteer or internship position at KWIECO may even be posted on the organization's website along with the application form and an email address for submitting applications. This will ensure that KWIECO attracts the most qualified and motivated volunteers and interns.

2. Volunteer Entrance Form

The volunteer entrance form offers a simple way for volunteers to be paired with appropriate supervisors or mentors based on their interests. For example, volunteers interested in media may then be paired with the publicity officer, etc. It also allows the supervisor to gain an understanding of the volunteer's interests and objectives during their time at KWIECO.

3. Volunteer Handbook

The handbook provides a brief introduction of the organization and requirements of the volunteer. Here, volunteers can learn about KWIECO's background and programs. They can gain factual information by reviewing the most recent baseline survey. They will also be offered a sample work-plan which they can then model their own work-plan off of, in addition to a list of expectations and requirements of the volunteer. In short, the handbook introduces volunteers to KWIECO and explains what they can expect from their time there.



4. Pair with Supervisor

Once volunteers have submitted their entrance form and reviewed the handbook they should be paired with a supervisor or mentor. This person should be matched with the volunteer based on his or her designated program interests. The supervisor is the point person for the volunteer to go to with questions, concerns and ideas. The supervisor is responsible for ensuring that the volunteer is having a positive and meaningful experience at KWIECO. The supervisor's main tasks include: Assisting the volunteer with developing his or her work-plan; giving the volunteer appropriate tasks to perform; conducting a mid-term assessment with the volunteer; and reviewing the volunteer's final report.

5. Develop Work-plan

The next step is for the volunteer to develop his or her work-plan with the help of the supervisor and program coordinator. The work-plan should express goals and areas of interest as well as qualitative and quantitative objectives and a timeline for the volunteer's work at KWIECO. A sample work-plan will be provided for the volunteer in the volunteer handbook. The supervisor should ensure that the work-plan includes objectives that are measurable and achievable given the resources available and the volunteer's length of stay at KWIECO.

6. Mid-term Assessment

The Mid-term Assessment is an opportunity for the supervisor to check in with the volunteer about the progress he or she is making. This can simply be a short meeting where the volunteer and supervisor revisit the work-plan to see if the volunteer is on track. This is also an opportunity for both the volunteer and supervisor to express potential areas for improvement. The Mid-term Assessment should be conducted roughly half-way through the volunteer's time at KWIECO.

7. Final Report

All volunteers should be asked to submit a final report. The final report can take many forms: it can be a research report based on field research or a report on what was learned during the volunteer's time at KWIECO. No matter what form, the final report should be



reflective of something significant that was learned while at KWIECO, and should provide relevant and beneficial information to the organization as a whole. The supervisor and program coordinator should review the final report and share pertinent information with the entire organization.

8. Final Evaluation

Upon completing the volunteer experience and submitting the final report, both the volunteer and the supervisor should fill out an evaluation form. The supervisor fills out an evaluation form that will be shared with the volunteer to evaluate the work that was done and identify strengths and potential areas for improvement. The volunteer fills out an evaluation form in order to identify strengths and areas for improvement in KWIECO's volunteer and intern program. KWIECO should keep organized records of volunteer evaluations and review them regularly to continue improving their volunteer and intern program.



VOLUNTEER ENTRANCE FORM

Full name: _____

Date: _____

Intended dates working at KWIECO:

From _____

To _____

Please read the program descriptions below and select your area of interest:

Human Rights and Gender Education

This program involves grassroots work to raise awareness of human rights among marginalized groups. The objective of this program is to sensitize communities about laws and discriminative practices that hinder gender equality through seminars, workshops, discussions, meetings and publication.

Legal Counseling

This program is designed to use mediation to achieve reconciliation among parties. The services offered are open to all, and the objective of this program is to provide access for all people to legal counseling for marginalized people in Kilimanjaro region.

Children Legal Services

This program works with both legal counseling and human rights and gender education. The objective is to have a community which is aware of, protects and respects children's rights.

Lobby and Advocacy

This program focuses on sharing information and actively collaborating with other NGOs that lobby against laws and customary practices that hinder gender equality.



Publicity

This program is used to facilitate open sharing of issues related to human rights and gender in Kilimanjaro region through media. KWIECO uses poster, radio, television, newspaper and internet for communication strategies that inform people about their rights.

Litigation and Documentation

The objective of this programme is to provide focused litigation and documentation to marginalized clients with legal problems. Strategic cases that hinder gender equality are tested in court and precedents used for supporting lobby and advocacy.

Economic Empowerment to Destitute Women

The main goal of this project is to empower women in Tanzania to address inequality in society and their severe levels of poverty. Destitute women from seven districts of Kilimanjaro region benefits through this project.

Children services

Objective of the programme is to decrease the number of violations of children’s legal rights in two wards of Kilimanjaro region.

Please state which program you would like to focus on:

What are your goals for working with this program:



KWIECO VOLUNTEER AND INTERNSHIP PROGRAM
