



CARE FOR CHILDREN'S AND ELDER'S LIFE ASSOCIATION

CCELA Volunteer's Guide and Application Form

“You make a living by what you get. You make a life by what you give” – Winston Churchill





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Thank you for your interest in volunteering for the Care for Children and Elder's Life Association (CCELA). This guide aims to inform you of the values, practices and policies CCELA follow. After reading the guide we hope that you feel more comfortable and knowledgeable about the expectations of your role as a volunteer. Please read the document carefully and fill out the attached forms.

The Care for Children and Elder's Association is promoting psychological wellbeing of orphans, vulnerable children and the destitute elderly in the city of Addis Ababa. It hopes to see a universal change in the lives of children and families whereby poverty is alleviated. CCELA strives to provide integrated holistic services with integrity and fairness.

1. Volunteering with Care for Children and Elder's Life Association

CCELA is open to volunteers of any age (under 18's must be accompanied by adult), gender, race, colour, religion or sexuality. We believe in providing equal opportunity to all. Being a volunteer is an exceptionally challenging, exciting and rewarding experience. However, it is vital that volunteers meet the expectations CCELA have, and vice versa.

Code of Conduct

CCELA expects Volunteer's to;

- Put the safety and wellbeing of yourself, the children, elders and other CCELA staff/volunteers as your priority.
- Treat the children, elders and other CCELA staff/volunteers with respect and dignity.
- Maintain confidentiality of the children and elders (e.g. no sharing unauthorised photos, videos, personal information on social media).
- Approach your role as a volunteer with a professional commitment.
- Be committed to the duties and tasks assigned to you.
- Be cooperative and non-confrontational when performing tasks and working with others.
- Dress appropriately, respecting Ethiopian culture and law.



- Respect the privacy of children, elders, staff and other volunteers

Volunteers can expect to;

- Be treated with respect and dignity.
- Have their time, talents and efforts valued and appreciated.
- Work in a positive, nurturing and constructive environment.
- Be inspired to learn, respect and enjoy Ethiopian culture.
- Have personal information remain confidential, unless otherwise authorised.

2. Volunteer Commitment (Hours and Attendance)

The CCELA rely on your commitment to your efforts and dedications of your time. It is important to advise the team in advance of any absence or inability to complete a task. We understand that you may have other pressing needs in your life, however please remember that CCELA rely on consistency. The expected work hours will be advised by the CCELA team. These hours coincide with the needs of children and staff. Volunteers fulfil these hours with efficiency and dedication to really make a difference.

3. Cultural diversity and sensitivity

At CCELA we accept and understand the way we differ from one another. Diversity within volunteers is so important for providing a wide range of skills and understanding when interacting and caring for children and families. However, you must be aware and respectful of Ethiopian beliefs, culture and practices to create a beneficial and harmonious environment.

We understand the difficulty that comes with embracing and accepting another culture. So, in order to create a respectful environment one must communicate and be aware of your emotions so you may behave appropriately. There are several things you can do to show your cultural sensitivity towards staff, children and families;



- Greet and interact with each person warmly
- Respect the difference of individuals
- Maintain confidentiality
- Show integrity
- Use positive body language
- Use initiative and offer assistance

4. Health and Infection control

It is important to consider your physical and mental health whilst volunteering.

Volunteers are advised not to visit CCELA house if they have a cold, diarrhoea, skin infection, fever or any other signs of infectious diseases. It is also advised that volunteers let the CCELA staff know if they have been exposed to anyone with an infectious disease. The most effective way to stop the spread of infection and disease is to maintain good hand hygiene.

Volunteers are required to wash their hands before and after;

- Playing/holding/changing children and babies
- Preparing and handling food
- Using the bathroom

Based on a single point estimate, there are nearly 1.2 million people living with HIV/AIDS in Ethiopia (ref). It has been one of the key challenges for development throughout the country. HIV stands for Human Immunodeficiency Virus; this virus can then lead to AIDS; Acquired Immune Deficiency Syndrome. This virus destroys the cells of the immune system, making it harder to fight infections and other diseases. HIV is transmitted through unprotected sexual intercourse (anal or vaginal), transfusion of contaminated blood, sharing of contaminated needles, and between a mother and her infant during pregnancy, childbirth and breastfeeding. When playing/working with children or adults with HIV/AIDS it is important that you keep that information confidential and to treat them as equals. To prevent contraction of the virus, avoid direct contact with blood by wearing



gloves. HIV/AIDS cannot be transmitted through bodily fluids such as sweat, saliva, tears etc.

5. Advice for Volunteers

CCELA suggest you:

1. Listen to all instruction carefully
2. Be friendly, helpful and respectful
3. Be a reliable and consistent worker
4. Maintain confidentiality
5. Dress respectfully
6. Do not take pictures, videos and post comments on social media without consent from CCELA manager
7. Consuming alcohol and smoking are prohibited on CCELA premises.
8. Do not assume greater responsibility than given
9. Learn as much as you can about the culture and local customs and be prepared to adapt
10. Enjoy yourself

6. Accommodation/Transport

Accommodation is available for volunteers at the *Desta guest house*, which is a ten-minute walk from the orphanage. There are four bedrooms available, each with a queen bed and ensuite (\$30 USD per night). There is also one twin share room with a shared bathroom (\$20 USD per night). The *Desta guest house* is equipped with quality furnishings, Wi-Fi and a high standard of cleanliness. Laundry and kitchen facilities are available for personal use.

Habtam and Teddy are the resident service staff, they manage the day to day running of *Desta*. They are available for meal preparation (100 BIRR per night) guests will need to provide the required ingredients and laundry (50 BIRR per load).

Once your travel arrangements are confirmed please forward a copy of your travel itinerary to leeanne.ccela@gmail.com. We will arrange to have you



met on your arrival and transferred to the guest house. You will also be provided with transport to the airport for your departure.

There is no charge for this service.

7. Visa

You will require a visa upon entering Ethiopia, this visa can be issued on arrival at Bole International Airport. Ensure your passport is valid with at least six months' validity. When applying for your visa you will be required to give an address for your accommodation and contact phone number.

Current cost for the visa is \$50 USD, you will need US currency for this.

8. Immunisation

Vaccines are recommended or required for travel to Ethiopia. We advise you to consult with a travel doctor prior to travel. Yellow fever is a mandatory vaccination and you would be required to show a vaccination certificate. Many countries require this certificate for re-entry after having visited Africa.

9. Currency

The Birr is the unit of currency in Ethiopia; it is advisable to have US currency to exchange. The exchange rate varies from day to day, you can refer to currency converters to determine current rate.

ATM machines are available, however not all machines are reliable and accept all cards. The most reliable ATM machines are located at the major hotels such as the Hilton, Sheraton or Radisson Blue. Teddy guest house manager can facilitate exchange for you.



10. Climate

The capital of Ethiopia, Addis Ababa is located at an elevation of 7,726 feet or 2,355 metres. As such its climate remains relatively cool throughout the year. Even in the hottest months March to May average highs rarely exceed 77°F/25°C. Temperatures drop quickly once the sun goes down and night time temperature can dip as low as 40°F/5°C. June through to September are the wettest months and it is a good idea to have a wet weather jacket or umbrella.

11. Safety

Compared with many African countries, Ethiopia is remarkably safe. Serious or violent crime is rare against travellers. Be vigilant about your safety and personal security. Be sure to keep an eye on your belongings particularly in crowded areas such as markets.

Familiarise yourself with local laws and show sensitivity to local customs.

Whilst it is confronting to see people in abject poverty you are strongly advised not to give money. It is an offence to give money to beggars whilst in a vehicle.

It is advisable to register your travel plans with your embassy.

You are required to leave a copy of your passport with CCELA management.

12. Insurance

A travel insurance policy for all medical problems is essential for travel in Ethiopia. Please make sure you have your travel insurance policy information and contact numbers with you. You are responsible for your personal belongings and CCELA take no responsibility for loss of personal affects.

13. Volunteers Application Form (see next page)



VOLUNTEER'S APPLICATION FORM

Date:

First Name:

Last Name:

Date of Birth:

Gender: Male Female Other

Nationality:

Passport Number:

Address:

Postcode:

Country:

Language(s) spoken:

Email:

Mobile Phone:

Next of Kin contact:

Skills and Qualifications:

Degree/ Diploma/ Trade certificate etc./ Other training certification

Area of qualification and/or skill

Current drivers licence: Yes No



What is your current work status?

Employed Unemployed Student Retired

Current employer:

How did you hear about CCELA?

What motivated you to volunteer with CCELA?

What would you like to gain from volunteering?

Do you have any medical conditions or personal issues/experiences that may hinder your ability to volunteer or that we should be aware of in case of an emergency?

No Yes

Please provide further detail (If yes):

Do you hold a current working with children or vulnerable people check?

No Yes

What skills can you offer as a CCELA volunteer?

What is your intended level of commitment and availability?

Have you had previous volunteer experience? If so, where?

