

## DESCRIPTION

**Job Title:** Volunteer

**Reporting to:** Program Officer

**Principal Location:** Buea, South West Region, Cameroon

### Organizational Background

TeenAlive Association, founded in 2018 is a non-profit organisation committed to improving the lives of women, children, and teenagers by empowering them through education, vocational training, and advocacy. We strive to prevent teenage pregnancies, rehabilitate and support adolescent mothers, and raise awareness on pressing protection issues by providing services such as Child Protection, adolescent life skills programs, educational support, Mental health and psychosocial support (MHPSS), Gender-Based violence (GBV), livelihood/economic empowerment, and community empowerment programs.

Through partnerships and community-focused initiatives, we aim to foster resilience, protection, and sustainable development in conflict-affected regions, by equipping vulnerable children, teenagers, and women with the knowledge, skills, and support they need to break cycles of poverty, improve their well-being, and foster positive change within their communities. **Job Purpose**

TeenAlive Association is seeking a passionate and committed volunteer to join our team. The volunteer will support the UNICEF – USAID Project and other programs aimed at enhancing the well-being of Children, empowering vulnerable communities and contributing to community development efforts.

### Key Responsibilities

- **Community Outreach and Engagement**
  - ❖ Assist social workers in conducting outreach activities to raise awareness on child protection risks and available support.
  - ❖ Engage community members, especially caregivers, in discussions on child protection and prevention practices.
- **Support for Psychosocial Activities**
  - ❖ Facilitate recreational and educational activities in child-friendly spaces to promote emotional well-being.
  - ❖ Assist in delivering positive parenting sessions for caregivers, reinforcing

safe and nurturing home environments.

- **Documentation and Referrals**

- ❖ Help document cases and activity reports while ensuring confidentiality.
- ❖ Support referrals by guiding families to appropriate services as directed by social workers.

- **Coordination and Community-Based Child Protection Mechanisms (CBCPM)**

- ❖ Participate in CBCPM activities to strengthen local ownership of child protection.
- ❖ Work closely with local leaders to promote safe spaces for children and foster community support for child welfare.

- **Other Responsibilities**

- ❖ Assist with program implementation and community outreach activities, aimed at empowering vulnerable communities.
- ❖ Participate and provide support in workshops and training sessions aimed at empowering participants.
- ❖ Support data collection and reporting for ongoing program activities.
- ❖ Engage with community members to promote TeenAlive's initiatives and gather feedback.
- ❖ Collaborate with team members and stakeholders to enhance program effectiveness.
- ❖ Perform duties as assigned to you by the Program Officer or any other executive.

## **Qualifications and Experience**

**Education:** Bachelor's Degree in Sociology, Women and Gender Studies, Journalism and Mass Communication, Political Science, Education and other related field of study.

- A strong passion for humanitarian work and community service.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively within a team and with diverse communities.

- Flexibility and adaptability to work in varying environments.
- Ability to maintain confidentiality, exercise discretion and sound judgment
- Prior experience working for an NGO, community service or related fields is an advantage but not required.
- Ability to maintain confidentiality, exercise discretion and sound judgment.

### **TeenAlives's Commitment to Protection from Sexual Exploitation and Abuse (PSEA)**

The applicant commits to adhere to the zero-tolerance policy of TeenAlive towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of TeenAlive to prevent and respond to SEA allegations, in particular:

- Adhere to TeenAlive's code of conduct, prohibiting SEA
- Mandatory reporting of any SEA situation the employee should become aware of
- The mandatory participation in all trainings and sessions on SEA organized and facilitated by TeenAlive.

The mandatory participation in good faith in any investigations or audits undertaken by TeenAlive following the reporting of a SEA allegation.

Breaches in these requirements will be dealt with in accordance with TeenAlive policies and may lead to sanctions being imposed (e.g. dismissal, suspension, written censure or other administrative/corrective measures) including termination of employment.

### **How to Apply**

Interested persons should submit their CV and cover letter online to [teenalive\\_2018@yahoo.com](mailto:teenalive_2018@yahoo.com) or in person at our head office in Buea, Bakweri town, opposite My Shopping Center by 14/11/2024, latest 4pm. Only shortlisted candidates will be contacted.