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## **PROGRAM NAME: COMPUTER SKILLS TEACHER**

Youth In Action Against Poverty and HIV/AIDS (YAAPHA) Open Door Training Centre offers vocational training to young girls who have been living in vulnerable situations.

YAAPHA Open Door Training Centre is looking for volunteers with advanced or basic computer skills who are willing to share their knowledge teaching groups of young girls computer technology. This increases their ability to obtain a higher level of employment, thus better paying jobs.

This organization has dedicated some of their financial and teaching efforts in providing a computer training skills course to these vulnerable young girls. Right now they have one computer teacher who is providing computer lessons to a group of 45 young girls who are at the centre, (these numbers fluctuate each semester).

The main work that a volunteer computer skills teacher does at this placement is to assist in computer lessons based on the topics that the centre has developed and in accordance with the level of each class taught.

Volunteer computer skills teachers are needed to teach basic to advanced computer skills to the students. This may involve lessons from simple keyboarding to challenging computer programs. Basic skills include computer knowledge such as: sending and receiving emails, using the internet, word processing software, spread sheet software and social media. A volunteer computer skills teacher would be expected to contribute according to his/her level of computer skills.

### ***Volunteer Tasks Required.***

#### **Introduction to Computer**

A computer skills teacher volunteer helps to teach all computer application programs such as Ms word, Ms excel, Ms publisher, Ms power point, Ms access, internet and emails. The volunteer works together with the local teacher in providing these lessons.

#### **IT Engineering**

A computer skills teacher volunteer is expected to deliver lessons according to the topics that the centre has established. The volunteer is also expected to contribute his/her own personal skills and experience that are applicable to this course of computer programming.

#### **Computer Maintenance**

A computer skills teacher volunteer is expected to give computer maintenance lessons to these group of girls, working together as a team with the local teacher. These skills are a great asset for them going out and look for jobs as IT professionals.

#### **English Lessons**

English is an essential language when it comes to use computer. A computer skills teacher volunteer is expected to conduct English language lessons that are applicable to computer programs. These girls know very little English.

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## **ACCOMMODATION**

All volunteers will stay in a volunteer house. Volunteers can expect to share a room with 1 to 4 other volunteers of the same gender. The volunteer house can accommodate up to 45 volunteers at one time.

Rooms have a lot of space and are of high quality. We have hot showers and permanent water supply, electricity and security 24/7. Wi-Fi and Satellite TV are available.

Bedding and towels will be provided. Housekeeping and laundry are offered 3 times a week.

Our accommodation is located in Moshi Town, 10 minutes away from the City Center, and 500 meters away from public transportation.

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## **MEALS**

We provide 3 meals per day: Breakfast, Lunch, and Dinner.

Breakfast usually consists of toast, eggs, noodles, tea, or coffee. Lunch includes local or western foods and dinner often includes chicken curry, pasta, noodles etc. We provide bottled drinking water for the whole duration of the trip (3 liters per day/per person).

If you have any special dietary requirements, please let us know so we can make arrangements for you. We will do our best to see that you are well taken care of, but as a volunteer, there is a need to be flexible.

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## **HERE'S HOW YOUR TYPICAL DAY WOULD LOOK:**

**7 am to 7:30 am:** Breakfast

**7:30 am:** Organized Transport to your placement

**8 am to 12 pm:** Volunteer Work at schools

**12 pm to 1 pm:** Lunch at Volunteer house

**1 pm to 2 pm:** Break

**2 pm to 4 pm:** Volunteer Work at school.

**4 pm to 5 pm:** Break

**5 pm to 6 pm:** Swahili Class for all of our volunteers

**6 pm to 7 pm:** Break

**7 pm:** Dinner

*\*Volunteers have the weekends off*

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## **LOCAL EXCURSIONS AND SIGHTSEEING**

We provide a free excursion to the local waterfalls. {Ngoro Waterfall in Marangu- under the roof of mount Kilimanjaro}

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## **SUPPORT**

- Volunteers will get a free local SIM card so they can keep in touch with us and their family.
  - We provide support and assistance to our volunteers 24/7 while they are here.
  - The hospital is 15 minutes away from the volunteer house, and 25 minutes away from the placement.
  - We have our own vehicle and will provide service to the hospital if needed.
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## **WHAT'S INCLUDED IN THE FEE?**

Accommodation  
3 Meals a Day  
Orientation  
Local Excursions  
Pick Up/Drop Off  
Hospital Transport  
Wifi & Satellite

## **WHAT'S NOT INCLUDED IN THE FEE?**

**The following is not included in the fee:**

- Flights
  - Insurance: participants are encouraged to consult a travel clinic and/or their personal physician to discuss recommended immunizations for Tanzania
  - Visa, if needed
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