

people and places: responsible volunteering

SUPPORT PLAN FOR WORK OF VOLUNTEERS AT EMMANUEL ADVICE CARE CENTRE, PORT ELIZABETH 2018-2019

This plan describes ways in which volunteers can help this project to develop their aims and goals.

Comments are based on the work of volunteers in the period up to December 2017, and are derived from questionnaires completed by the projects and reports written by the volunteers. New aims and actions, if any, are shown in green and these have either been identified from requests made by the projects or have arisen from the work done by volunteers.

AIMS	ACTIONS
<p>1. To support the staff at Emmanuel in their work with the community</p>	<ul style="list-style-type: none"> • Volunteers with experience of nursing, physiotherapy or other aspects of health care could accompany the care-givers on their visits to members of the community in their homes, providing guidance and advice to clients as and when appropriate. Previous volunteers have joined the care-givers on their visits to many of their clients. • Volunteers with experience in social work could help to support the work done by care-givers in the community, and could possibly organise and run community events or workshops on relevant topics. • Volunteers with experience in counselling could help to counsel clients in the community. One volunteer spent six months here, using her counselling skills both in the community and for the benefit of the staff at Emmanuel, and the staff would welcome further development of their skills in this area. • Volunteers with knowledge of diet and nutrition could run workshops on healthy diets, bearing in mind the constraints of lack of money to buy food and the dietary needs associated with specific illnesses. A request for help in this area has been reiterated by Emmanuel staff this year.

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	<ul style="list-style-type: none">• Volunteers with expertise in gardening could work with the community to help people to plant vegetable gardens specifically designed to encourage healthy eating. They could also help to develop the garden at Emmanuel, with the aim of growing enough food to feed a larger number of children from the community. <i>Similarly a volunteer with practical skills as a handyman could provide valuable assistance and training.</i>• Volunteers with experience in nurseries or pre-schools could work in the crèche, helping the staff to provide appropriate play and educational activities for the children. Many previous volunteers have spent some time working with the children in the crèche. <i>There are now three classes, including grade R, so there is a real need for help in developing activities to help children learn through play and to prepare them for school.</i> They could also work in the community, providing advice on various aspects of early childhood care.• Volunteers with experience of working with children could organise holiday activities for vulnerable children from the community
2. To help develop strategies to ensure the long-term sustainability of Emmanuel	<ul style="list-style-type: none">• Volunteers with experience of fund-raising could help with grant applications and bids for sponsorship. Some volunteers have worked on various ideas to help counteract the ever-present shortage of funds <i>and further assistance would be welcomed.</i>• Volunteers with expertise in marketing could help to publicise the valuable work done by Emmanuel, thereby developing a wider network of people who support them. <i>One previous volunteer now manages Emmanuel's presence on social media and helps them produce their monthly newsletter.</i>• Volunteers with management, administrative and/or business experience could help support the staff at Emmanuel in reviewing their business and financial plans and ensuring that the organisation is managed efficiently.

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3. To help to develop the skills and expertise of the staff, providing them with training which will help them both in their work at Emmanuel and possibly in other jobs in the future.

- Volunteers could use their expertise to run workshops for the staff in relevant aspects of their work, ensuring they build on work done by previous volunteers to provide a coherent training programme. Many previous volunteers have run workshops on a variety of different relevant topics.
- By working alongside staff as they go about their everyday jobs, volunteers could take the opportunity to share ideas, skills and expertise and to demonstrate new ideas and methods where appropriate. *A recent volunteer was able to share her skills with the crèche teachers.*
- Some volunteers could provide training in computer skills and other aspects of communication and office management. *A recent volunteer showed the office staff how to transfer from paper to computer records, the use of spreadsheets and keeping computerised budget records.*
- A volunteer could review the personal development needs of individual staff and begin to put in place a programme for achieving them.

Reviewed December 2017