**Role:**Volunteer Orientation Assistant

Sudan Volunteer Programme is a UK registered charity that works with the Ministry of Higher Education to send native English Speakers to Sudan to improve the English language skills of Sudanese. SVP has sent and placed over 200 native speakers in the last 18 years.

The orientation of foreign volunteers is very important to SVP. Many volunteers arrive in Khartoum with little first-hand experience of Sudanese culture or people. Volunteer Orientation Assistants provide a valuable role by familiarising volunteers and ensuring that they quickly move away from other khawaja and integrate as much as possible into Sudanese society.

**Benefits**

* Language exchange – Improve your English communication skills while having fun.
* Meet people and establish friendships with people from different cultures.
* Share all that is fantastic about Sudanese people and culture.
* Develop your organisational, leadership and management skills.
* Work only when you are able.
* Reference – after a 4-month term of service and provided you uphold our expectations SVP will write a letter of recommendation on your behalf.
* Volunteer Orientation Assistants are considered first when paid assistant coordinator or coordinator jobs become available.

**Responsibilities**

Any orientation, which prepares volunteers for life in or out of Khartoum living on a small budget is very useful, including acclimatising volunteers to everyday activities, such as tea drinking on the Nile, catching a local bus, eating fuul in cheap and satisfying local restaurants and visiting local points of interest. Volunteer Orientation Assistants can also introduce and explain Sudanese customs and behaviours.

Here is a list of sites and activities that we would like our volunteer to visit during orientation:

* Wedding celebrations
* Dinner at your home or with relatives.
* Local and cheap restaurants, such as those near the SVP flat.
* Sudan Presidential Palace Museum
* Confluence of the Blue and White Nile
* Tea on Nile Street
* Sudan National Museum
* Al-Fateh Tower
* A walk around and a cup of tea on Tuti Island.
* Sufi zikar - Hamed al-Nil Friday, 4pm
* Nuba Wrestling (Haj Yousef) Friday, 4pm
* Sudan Ethnographic Museum
* The Changing of the Guard
* Souq Omdurman
* The Khalifa's House
* Souq Libya
* Any other place of note (consult SVP management before hand)

It is very important that you respect that the budgets of our volunteers is SDG 800 to 1000 a month. It is disruptive to our aims if you take volunteers to expensive restaurants or places with door charges. Also, parties at the American Embassy or social events at Ozone Café and related exclusive restaurants are not places where Volunteer Orientation Assistants should take newly arrived SVP volunteers.

Please do not pay for volunteer’s meals, transport and other costs. Volunteers are told in advance they should expect to pay for themselves. If you require an Amjad, SVP will pay for your share of the ride but not that of the volunteers.

Our aim is an immersion in Sudanese culture (not international culture).

It is important that Volunteer Orientation Assistants follow the direction of SVP Sudan at all times. If requested, Orientation Assistants must change or cancel pre-arranged activities with new volunteers if SVP Sudan needs volunteers to be present for a more pressing meeting or introduction.

Note: The role is voluntary. Volunteer Orientation Assistants do not receive payment for their voluntary work. SVP will pay reasonable transport expenses incurred while orientating volunteers, expenses are to be givento SVP for review, by the last week of each month.

**Behaviour:**

Orientation Assistants provide newly arrive volunteers with their first impression of Sudanese people. We expect our volunteers to be respectful, kind and friendly. We expect the same ofyou.

Please always be polite, arrive at the arranged time, friendly and respectful of the cultural differences of our volunteers.

Volunteer Orientation Assistants must not act in a way that volunteers find inappropriate or take them to places where they may feel uncomfortable.

Please also be very careful about what you tell newly arrived volunteers. Because you have a formal association with SVP, volunteers are likely to believe what you tell them is SVP policy. Similarly, please do not gossip about people involved with SVP.

**Advice:**

Please advise volunteers on behaviours and clothing that are appropriate in Sudan.

**Agreement Termination:**

We expect you to give at least two weeks’ notice of your intention to end your position as Volunteer Orientation Assistant.

SVP will cancel this agreement immediately if we receive serious complaints from volunteers about your behaviour and if you fail to take volunteers to places we require them to go.

If you agree to these terms and conditions, please sign below.

Name:

Date:

Signature:

Signature of SVP Programme Manager: