



*Give children and families in Cambodia*

# A LIFEBOAT

## OUR MISSION:

- Find and reach out to severely abused children and multiple-problem families, primarily from very poor communities.
- Offer intensive therapy, social work support, education, medical, financial, vocational and other services for practical and effective immediate help to families in crisis, while identifying and strengthening their long term sustainable network of resources for recovery, including family intervention and alternative community care for abused children.
- Develop in-depth therapeutic and support skills with best practice standards against child abuse in our team.
- Create a network of partnerships, community connections, engagement and local resources for long term support and monitoring of families with earlier detection of child abuse and exploitation.

## **2016 STRATEGIC ROAD MAP FOR RIVER KIDS VOLUNTEERS**

### **OUR VALUES**

Integrity, Respect, Accountability, Practical Compassion, Relationships/Teamwork

Whilst everything we do is valuable and important, and also interconnected, this roadmap focuses on the current and next quarters to prioritize the most critical volunteering needs to make a sustainable and positive impact for our children and families in Cambodia. Each quarter we will review, reprioritize and share.

We have identified and prioritized projects within the core 3 pillars of our organization:

- **Programmes** – these are the Client facing programmes we run – this is *why* we exist
- **Fundraising** – the critical funds we need to simply operate – if we don't meet these goals, we won't exist
- **Core** – the backbone of our organisation to ensure smooth, efficient and compassionate running of our organisation

**Time to volunteer:** Most volunteer positions at Riverkids are a fixed SIX MONTHS commitment, with the option to renew. Depending on the position, the work will range from 2 to 8 hours/week, or 3 to 25 hours/month. Some volunteer positions are for shorter times, usually on projects with flexible start and end dates.



**Where to volunteer:** Volunteer positions are marked as International (Globe), Cambodia or Singapore. Any position marked International can be fulfilled entirely online by a volunteer in anywhere in the world. Positions marked Singapore can only be fulfilled by volunteers based in Singapore. Positions marked Cambodia require or strongly recommend some travel to Cambodia.



**A different idea?** If you also note a project that has not yet been prioritized, but you feel you could relatively independently run, then please do not hesitate to contact us to discuss your idea.


**We encourage you to review and identify how you would like to get more deeply involved in ensuring that together, we can create a community of care and help for families in crisis, breaking the cycle of abuse in Cambodia**



## PROGRAMMES:



These are the Client facing programmes we run – this is why we exist



Life Boat		Goal			
The central program of Riverkids, our intensive functional family intervention over two years through social work, counseling, supported by childcare, education, medical, and direct cash aid, with up to 60 families in the six-month intensive stage and another 240 in the eighteen-month monitoring stage.		Recruiting and retaining the most talented and passionate staff who can model and improve the best practices against child abuse and exploitation in Cambodia.			
Tasks	Where	When	How Often	Who	Skills
Ensure job description highlights the added value benefits Riverkids offer to drive competitiveness and word of mouth		Q1 2016	Flexible Project at 15-20 hours	1 volunteer needed	HR or recruiting experience
Special projects (Training, policy and program development, evaluations and research to improve and extend programmes)		Q1 2016	Flexible Project at 10-40 hours or Highly Committed at 10-20 hours/month	(1 filled in January) Up to 6 positions open.	Social Workers, Kindergarten Teachers, Teachers, Nurses, Paediatrics, Capacity Training, Program Development and Field Research. Strong preference for those with Cambodia experience or able to visit Cambodia for research



NGO Partnerships		Goal			
Lifeboat and our related programmes depend on a large network of referrals and services with other NGOs and partners.		Develop joint partnerships to better serve our Clients' needs and widen the services and support we can find.			
Tasks	Where	When	How Often	Who	Skills
Identify partners for high need areas ie. Foster Parenting, Kindergartens, Job Placement		Q1 2016	Highly Committed at 2-3 hours/week	2 volunteers needed	Strong research and organisational skills
Conduct (remote) desk research and directly represent Riverkids in making the first introduction, and if suitable, hand over to Riverkids Cambodia staff to meet		Q2, Q3 and Q4	Highly Committed at 2-3 hours/week	1 volunteer needed	Strong research and organisational skills



Mentor Program (Cambodia)		Goal			
Our letter-writing program, further developing in 2016 to include more social opportunities and self-expression for the children voluntarily enrolled from the stabilized families		To encourage our stabilized children to form friendships and confidence in themselves and improve their self esteem through letter writing and self expression.			
Tasks	Where	When	How Often	Who	Skills
Developing art, social and educational materials for mentor program children		Q1 2016	Flexible Project at 15-20 hours	1 volunteer needed	Art therapy, grade school teaching, or child development related. Volunteers with graphic design can assist with layout


Healthy Mom, Happy Baby		Goal			
Pregnancy and newborn support in healthcare, counselling and direct cash aid for high-risk mothers to reduce infant and maternal mortality and trafficking		To increase our capacity, skills and services for high risk pregnancies, within budget.			
Tasks	Where	When	How Often	Who	Skills
Special projects to extend, improve and evaluate the HMHB program	 	Ongoing	Flexible Projects (10-40 hours) or Highly Committed at 10-20 hours/month	Up to 2 positions open.	Nurses, paediatrician, midwifery and related professional skills. Strong preference for those with Cambodia experience or able to visit Cambodia for research

Sew Happy		Goal			
Our social enterprise, a sheltered workshop that trains women unable to immediately find work and provides a supportive workplace for up to 4x6 month cycles before finding fulltime jobs or assistance setting up home businesses. Sew Happy trainees and sewers have daycare, workshops, and profit-sharing.		To double in size our orders and the sustainable profit so we can create more safe jobs for 20 women by end 2016 on a rotational basis.			
Tasks	Where	When	How Often	Who	Skills
Special projects such as workshop training, product improvement and business marketing	 	Ongoing	Flexible Projects (10-40 hours) or Highly Committed at 10-20 hours/month	Up to 2 positions open.	Commercial Tailoring, Fashion Drafting, Sewing Teaching, Business Development, Product Marketing, Fair Trade, Children's Clothing, PR, Design. Strong preference for those with Cambodia experience or able to visit Cambodia for research

Academic Scholarships		Goal				
School scholarships and additional support for promising high school and university students to attend private or state schools, as well as school support for children who would otherwise drop-out of school due to family circumstances.		To help our Academic Scholarship youths get the most out of their education and find additional support for tertiary education to support more children within our budget.				
Tasks	Where	When	How Often	Who	Skills	
Identify partners for University scholarships or donors for 4 students and assist with the applications		Q2/Q3 2016	Highly Committed at 5-8 hours/month	1 volunteer needed	Strong research and organisational skills	
Seek donations of laptops / clean up donated laptops		Ongoing	Highly Committed at 5-8 hours/month	1 volunteer needed	Good networking and organisational skills	

Community Healthcare		Goal				
Health assessments, referrals and basic medical care for all families in the intensive stage of the Lifeboat program, as well as immunization programmes, health workshops and emergency healthcare access support.		To improve the quality of our Community Healthcare services and develop new and extend current services within our budget.				
Tasks	Where	When	How Often	Who	Skills	
Special projects to extend, improve and evaluate the Community Healthcare programmes	 	Ongoing	Flexible Projects (10-40 hours) or Highly Committed at 10-20 hours/month	Up to 2 positions open	Nurses and community health care professionals. Strong preference for those with Cambodia experience or able to visit Cambodia for research	






Research		Goal			
Researching best practices, new developments, recommended resources and additional materials for specific programmes.		To improve all programmes, aligning them closer to best practices and raising standards so we can better serve our families and children.			
Tasks	Where	When	How Often	Who	Skills
Field research to unearth new unmet needs, or retrospective monitoring, evaluation or review of existing programmes	 	Ongoing	Flexible Projects, 10 hours/month to 36 hours/month and a recommended 5+ days in Cambodia	Up to 6 positions open	Strong research and organisational skills. Strong preference for those with Cambodia, non-profit organization or social work experience or able to visit Cambodia for research




Staff Development		Goal			
Riverkids staff in Cambodia are mostly bilingual in English and Khmer, and most have tertiary education. Management, accounting, social work, counseling, teaching, nursing, recordkeeping, IT, human resources, training, sales, inventory, marketing and general business and teamwork skills are in demand.		To offer continuous personal development and training opportunities for all staff to improve our staff retention, develop staff skills for programmes and fulfill our mission of developing excellent NGO staff in Cambodia.			
Tasks	Where	When	How Often	Who	Skills
Develop training programmes and undertake training programmes with staff		Ongoing	Flexible Projects at 10 hours/month to 36 hours/month and a minimum 3 days in Cambodia	Up to 2 positions open	Corporate Training experience and tools around Teamwork and developing Managerial Skills are welcome to both develop training programmes and undertake training programmes.







## FUNDRAISING


The critical funds we need to simply operate – if we don't meet these goals, we won't exist.





Goals: Minimum requirement is USD\$420K, stretch target of USD\$550K, and outstanding target of USD\$950K and we would be able to open a second house and double the number of families in the Life Boat program.


Donor Base (Target: USD\$200K)		Goal			
Reaching out to our current, past and new donors through emails, phone calls and other contacts to increase their support and understanding of Riverkids' work in Cambodia.		To segment our core donor base of 400+ donors against their interests and engage with them more to increase and deepen their contributions and involvement.			
Tasks	Where	When	How Often	Who	Skills
Finalise segmentation and run Insightly reports		Q1 2016	Flexible Project at 15-25 hours	1 volunteer needed	CRM system experience, marketing and customer research skills
Creating content and stories ie. a success story, update on personal story, if you gave X, we would achieve Y, and here are ways you, fantastic supporter, can help directly to advocate for these children		Ongoing	Highly Committed at 8-12 hours/month	2 volunteers needed	Copywriting, marketing, editorial and child safety awareness
Qualitative monthly analysis against fundraising goals and recommendations moving forward		Ongoing	Highly Committed at 4-6 hours/month	1 volunteer needed	Sales analysis and fundraising experience
Thanking donors by email through our donor database program		Ongoing	Highly Committed at 8-12 hours/month	Filled <del>1 volunteer needed</del>	Strong organizational skills, awareness of child welfare issues, willingness to learn about Cambodian culture and pleasant and positive email writing style
Handwriting birthday cards and thank you notes as scheduled and needed		Ongoing	Highly Committed at 5-8 hours/month	1 volunteer needed	Organised with neat handwriting



Mentors (Target: USD\$120K)		Goal				
Running our letter-writing program with our Cambodia team, from the logistics of reviewing and sorting letters according to child safety guidelines, recruiting new mentors and tracking mentor and child questions.		To grow our mentorship program from 100 to 300 mentors while maintaining child safety and logistic standards.				
Tasks	Where	When	How Often	Who	Skills	
Identify and implement new software to manage the database (SmartSheets)		Q1 2016	Flexible Project at 20-30 hours	FILLED <del>2</del> volunteers needed	Strong research and organisational skills	
Review letters, answer mentor and child queries, process letters and gifts, and update mentor database		Ongoing	Highly Committed at 5-8 hours/week	4 volunteers needed (1 Filled)	Strong organizational skills, awareness of child welfare issues, willingness to learn about Cambodian culture and pleasant and positive email writing style	
Run recruitment campaign on Facebook with a target of 20 new mentors/month, to interview, review and match mentors		Ongoing	Highly Committed at 8-12 hours/month	2 volunteers needed	Facebook marketing skills helpful, but not required. Matching paperwork and tracking requires child safety guidelines and strong organizational skills. For existing volunteers with child safety policy experience and will receive additional mentor interview training	





Corporate Partners (Target: USD\$100K)		Goal				
Finding, pitching and working with corporate partners who are developing Corporate Social Responsibility programmes with high employee involvement to match Riverkids' profile for long-term funding and volunteering partnerships		To identify 50 prospects and build continuous and deep engagement with them identifying CSR strategies for a mutually rewarding relationship with a high conversion rate.				
Tasks	Where	When	How Often	Who	Skills	
Create brochure on Riverkids and program options		Q1 2016	Flexible Project at 20-30 hours	FILLED <del>1 volunteer needed</del>	Strong copywriting and editorial skills, layout helpful	
Devise top 10 prospect list, research and devise strategy and schedule meetings		Q1 2016	Flexible Project at 20-30 hours	1 volunteer needed	Marketing and prospect research and sales experience, especially in fundraising and CSR	
Research 25 new leads per month and devise strategy matching company values with Riverkids programmes ie. Target X company re Little Children's Room, target Y company re Healthy Mums Healthy Babies	 	Q2, Q3 and Q4 2016	Highly Committed at 8-12 hours/month	3 volunteers needed	Marketing and prospect research and sales experience, especially in fundraising and CSR	
Account manage the prospects and develop ongoing communication to further engage and get more involved	 	Ongoing	Highly Committed at 5-8 hours/month	2 volunteers needed	Sales or customer service accounts especially in fundraising and CSR, corporate volunteering also helpful	



One-time Donations (Target: USD\$50K)		Goal				
Researching and following-up with one-time donors through different strategies to convert them into longterm donors and volunteers.		To convert more of our one-off donations into recurring donations, core donors or otherwise engaged donors and volunteers and identify successful conversion strategies.				
Tasks	Where	When	How Often	Who	Skills	
Research and develop conversion strategies and test them on batches of individual donors to identify what works best for Riverkids		Ongoing	Highly Committed at 3-5 hours/month	1 volunteer needed	Fundraising, marketing and sales experience	



Peer to Peer fundraising (Target: USD100K)		Goal			
Supporting and recruiting donors and volunteers to fundraise on behalf of Riverkids with prepared materials, collaterals, templates for successful events and guidance from volunteers with experience in running similar events		To develop, promote and manage various Peer to Peer (P2P) programmes, including converting our current fair programmes into a P2P fundraising program with volunteer team support and curated templates for at least 10 P2P events in 2016.			
Tasks	Where	When	How Often	Who	Skills
Develop "Fair in a box" concept for volunteers to easily run small fairs for Riverkids fundraising with collaterals, guide, fair template and volunteer support		Q1 2016	Flexible Project at 15-20 hours	1 volunteer needed	Sales, fundraising and any retail experience, marketing and event management
Create an events calendar, templates with guides, and fundraising targets for other Peer 2 Peer initiatives		Q2 2016	Flexible Project at 15-20 hours	2 volunteers needed	Sales, fundraising and any retail experience, marketing and event management. Graphic and editorial design can be sourced from volunteers
Publicise, recruit and support both volunteer supporters and P2P fundraisers for the P2P initiatives	 	Ongoing	Highly Committed at 5-8 hours/month	3 volunteers needed	Event management, extroverted and encouraging management and previous client or sales support experience helpful

Global Giving (Target: USD\$50K)		Goal			
Matched donations in two annual giving days and on-going publicity for US and UK-based giving through the Global Giving foundation website.		To double the donations during the annual Global Giving days from 2015's target.			
Tasks	Where	When	How Often	Who	Skills
'Event manage' the Global Giving day via communicating with donor base for one month to 'double' donations		Q3 2016	Flexible Project at 15-25 hours	1 volunteer needed	Good networking and organisational skills

Sew Happy (Target: USD\$10K outside Cambodia)		Goal			
Riverkids' social enterprise of sheltered workshop to produce school uniforms and other workshop sewn items for fair trade type markets.		To get orders for school uniforms or children's clothes, outside of Cambodia, diversifying Sew Happy's client base and awareness for more stability and income.			
Tasks	Where	When	How Often	Who	Skills
Identify and convert prospects, with marketing and proposals for Sew Happy orders that are scaled to the capacity of the program	 	Ongoing	Highly Committed at 5-8 hours/month	1 volunteer needed	Business development experience in sales, especially experience with fair trade or social enterprises is helpful. Experience in Cambodia, or able to visit is strongly preferred



Tree of Hope (Target: USD\$20K)		Goal			
Our annual silk ornaments, handmade in Cambodia by Sew Happy and other fair trade and charity organisations, sold by volunteers to raise funds during the year-end holiday season.		To reach new donors and volunteers through the Tree of Hope outreach, and fundraise from Sew Happy trainee's sewing training products.			
Tasks	Where	When	How Often	Who	Skills
Research the effectiveness of and improvements for the program		Q2 2016	Flexible Project at 4-6 hours	1 volunteer needed	Sales analysis and marketing experience
Identify Schools, Corporate Partners etc to sell the items		Q2 2016	Flexible Project at 4-6 hours	1 volunteer needed	Sales analysis and marketing experience
Plan online awareness program and PR outreach program		Q2 2016	Flexible Project at 4-6 hours	1 volunteer needed	Publicity, fundraising or marketing experience
Shop inventory and fulfillment		Q3 and Q4 2016	Flexible Project at 5-15 hours/month	3 volunteers needed	Strong organisational and customer service skills




Advocacy Walk & Field Trips (Target: USD\$10K)		Goal			
Half-day guided visit to our project and communities for visitors, and volunteer-sponsored and assisted trips for children from our stabilized families for day trips such as the zoo, bowling, circus, etc. These are intended to cover costs with a buffer, not as a fundraiser as their purpose is to raise awareness for donors and encourage further involvement.		To give deeper insight into the issues our families and children in Cambodia face, daily life in the communities and the programmes at Riverkids, for prospective and current donors and volunteers, and to give stabilized children the opportunity to safely enjoy simple and joyful pleasures in life, while offering volunteers a non-skilled volunteering opportunity in-country that is child-safe but not program-critical, encouraging deeper involvement and commitment from participants for future giving. Please note, these trips do require the generous funding of volunteers and can range from USD\$150-\$250 dollars. Riverkids staff will also attend to help co-ordinate and communicate with the children.			
Tasks	Where	When	How Often	Who	Skills
Review of program undertaken and guide book development underway		Q1 2016	Flexible Project at 8-12 hours	1 volunteer needed	Editorial and research skills with strong interest in Cambodia, social work, child welfare and ethics
Schedule and co-ordinate with donor-volunteers for field trips and advocacy walks, and the Cambodian staff to arrange logistics and field trip plans, get feedback, reports and suggest improvements and encourage further involvement.		Ongoing	Highly Committed at 8-12 hours/month	1 volunteer needed	Strong organizational and customer service skills with child welfare training or prior volunteer management strongly preferred, and interest in Cambodia and Cambodian culture.



Eight Stories Book Sequel (Target: USD\$20K)		Goal			
Riverkids' book Eight Stories helped bring many new donors and volunteers to our work. Four years on, we need a sequel.		To revamp the concept and create a new edition to raise awareness and as a fundraising collateral.			
Tasks	Where	When	How Often	Who	Skills
Develop concept, write, edit, photograph and layout book through to publishing	 	Q2 and Q3 2016	Flexible Project at 15-30 hours/month , and a minimum 3 days in Cambodia	3-5 volunteers needed	Author/Journalist, Designer, Photographer, Printer, with strong interests in social work, child abuse and trafficking, Cambodia




## CORE


The backbone of our organisation to ensure smooth, efficient and compassionate running of the organisation


Audit & Book Keeping		Goal			
Our accounts in Cambodia are finalized monthly with an external accountant, and audited separately by another firm quarterly. In Singapore, our accounts are prepared internally and finalized annually on QuickBooks, and audited annually.		To prepare our financial statements efficiently and timely, at a reduced cost, and to provide external monitoring of financial records to review any issues and maintain our financial policy standards.			
Tasks	Where	When	How Often	Who	Skills
Monthly book keeping for Riverkids Project Limited (Singapore) on QuickBooks, co-ordinating with official auditors		Ongoing	Highly Committed at 4-5 hours/month	1 volunteer needed	Accounting, bookkeeping and QuickBooks
Monthly financial record reviews for Riverkids Foundation (Cambodia)		Ongoing	Highly Committed at 2-3 hours/month	1 volunteer needed	Accounting


Board		Goal			
The Riverkids Project Limited (Singapore) board needs to plan the future direction for Riverkids and provide long-term guidance in program and fundraising, as well as accountability for meeting targets and maintaining program quality and ethics.		To create a Board of 5 people responsible for goal setting and accountability so Riverkids has a long term vision and maintains high standards.			
Tasks	Where	When	How Often	Who	Skills
File Accounts, minutes and related paperwork		Ongoing	Highly Committed at 3-4 hours/month	1 volunteer needed	Strong organisational skills
Identify prospective Board members and assist with paperwork (CVs and character reference checks required)		Q1 2016	Flexible Project at 10-15 hours	1 volunteer needed	Strong research and organisational skills
Schedule and co-ordinate 3-4 board meetings each year		Ongoing	Highly Committed at 2-3 hours/month	1 volunteer needed	Strong organisational skills


Volunteer Recruitment & Management		Goal			
Our operational model is a highly professional team in Cambodia, supported by a lean staff in Singapore that organizes a large and diverse volunteer team internationally who provide multiple skills and workhours to fundraise, develop and extend programmes, support core functions, and review and monitor programmes.		To recruit and train 20 + 20 volunteers on 6 + 6 month contracts to extend our operational support for our team in Cambodia within our budget limits.			
Tasks	Where	When	How Often	Who	Skills
Write job descriptions highlighted in this road map, and related volunteer documents		Q1 2016	Flexible Project at 10 hours	1 volunteer needed	HR or recruiting or volunteer management experience
Conduct orientation program for new volunteers		Ongoing	Highly Committed at 5-8 hours/month	FILLED <del>1 volunteer needed</del>	Volunteer management and volunteer training experience
Manage highly committed and flexible project volunteers, co-ordinating schedules and checking in with volunteers for work assignments, delivery dates and team work, liasing closely with Riverkids staff in Singapore and Cambodia		Ongoing	Highly Committed at 12-15 hours/month	1 volunteer needed	Experience co-ordinating international team and project management




Program Monitoring & Development		Goal			
All programmes at Riverkids in Cambodia and Singapore are designed for monitoring with reports and feedback, for continuous improvement, requiring external evaluation and recommendations by a volunteer assigned to a program.		To provide continuous improvement monitoring and development for all programmes.			
Tasks	Where	When	How Often	Who	Skills
Categorizing and filing records, especially client data and reports on intranet		Q1 2016	Flexible Project at 15-20 hours	2 volunteers needed	Strong research and organisational skills, especially for documentation
Analysis scheduled for completion by end of Q2 for client data		Q2 2016	Flexible Project at 20-25 hours	FILLED (DataKind)	Data analysis
Create a calendar to schedule reports, client data analysis, program monitoring and other recurring development and feedback loops, with key persons assigned		Q2 2016	Flexible Project at 5-8 hours	1 volunteer needed	Strong organizational and project management skills



Database for Clients		Goal			
A custom Salesforce database for Riverkids in Singapore and Cambodia to access with client information and milestone tracking		To improve our ongoing monitoring of clients and provide structured data collection of assessments for data analysis to identify patterns among clients within our programmes so we can change or improve our programmes.			
Tasks	Where	When	How Often	Who	Skills
Develop, implement and train database in Phnom Penh		Q1 2016	Flexible Project at 100 hours	FILLED (DataKind and Liberty Asia)	Salesforce database


Intranet		Goal			
The Igloo intranet (riverkidsproject.igloocommunities.com) used by Riverkids staff and volunteers to communicate, share files and track projects.		To improve internal communications with staff and volunteers and keep data and project tracking centralized and collaborative.			
Tasks	Where	When	How Often	Who	Skills
Maintain and add to Intranet as needed for administration, especially as technical support for new volunteers on Igloo		Ongoing	Highly Committed at 2-3 hours/month	FILLED <del>1 volunteer needed</del>	Intranet (Igloo) experience, or experience as moderator on basic web system

CRM Program		Goal			
Riverkids uses Insightly as our Customer Relationship Management program for donor and volunteer tracking and engagement.		To improve our knowledge of and communication with our donor and volunteer base to reduce turn-around for communicating with volunteers and donors, track fundraising and volunteering opportunities and better identify potential donors and volunteers.			
Tasks	Where	When	How Often	Who	Skills
Research and identify new fundraising and marketing strategies, and CRM improvements		Ongoing	Highly Committed at 3-5 hours/month	1 volunteer needed	Marketing and CRM experience, Insightly preferred but not required

HR Development		Goal			
Riverkids Singapore staff and the leadership team from Riverkids Cambodia develop HR policy and career planning as one of Riverkids' mission goals		The continuous improvement and training of staff to ensure a best in class model and practices against child abuse and exploitation in Cambodia, fulfilling our mission in developing NGO staff.			
Tasks	Where	When	How Often	Who	Skills
Mentor the Singapore staff and leadership team in Cambodia on HR issues to identify solutions and strategies for recruitment, development and retention		Ongoing	Highly Committed at 4-6 hours/month	1 volunteer needed	HR background from a small organization with emerging market experience

PR (Public Relations)		Goal			
Media coverage brings new donors and volunteers to Riverkids.		To drive awareness of Riverkids and its programmes, both locally in Singapore, and also internationally to bring in new volunteers and donors.			
Tasks	Where	When	How Often	Who	Skills
Create a calendar of events/stories around internal and external events and schedule story development and pitches		Q1 2016	Flexible Project at 5-10 hours	1 volunteer needed	Professional PR experience, both in Singapore and Internationally
Pitch stories to the media, follow, track and record	 	Ongoing	Highly Committed at 4-5 hours/month	1-2 volunteers needed	Professional PR experience, both in Singapore and Internationally

Social Community Management		Goal			
Our social media engagement brings in new donors and volunteers and also strengthens our relationships with our current donors and volunteers		To create awareness of the social issues of our families and children and the impact of Riverkids within social media to increase the engagement of our donors and volunteers, leading to increased commitment and donations and volunteering.			
Tasks	Where	When	How Often	Who	Skills
'Gatekeep' stories and related materials through our child safety policy before publishing in social media		Ongoing	Highly Committed at 4-5 hours/month	FILLED <del>1</del> volunteer needed	Strong child safety policy experience
Write, edit and publish links, short stories and photographs to social media		Ongoing	Highly Committed at 10-20 hours/month	FILLED <del>2</del> volunteers needed	Good copyediting, writing and research skills, and social media skills

Website		Goal			
Information hub for donors, media and volunteers.		To create a current and representative public face with information for donors, media and volunteers.			
Tasks	Where	When	How Often	Who	Skills
Update website content with new programs and information as needed, maintain website design and comments		Ongoing	Highly Committed at 4-5 hours/month	FILLED <del>1 volunteer needed</del>	Corporate Training experience and tools around Teamwork and developing Managerial Skills are welcome to both develop training programmes and undertake training programmes.

## Next Steps

Found a volunteer role you're interested in? The first step is to contact us with your CV or a short description of your skills and experience. Riverkids Project is keen to have volunteers from diverse backgrounds and a wide range of experiences involved. All the volunteer roles start with training and support from previous volunteers and Riverkids staff.

Once you contact us, the next step is a meeting by Skype or in-person to discuss the role. This is a great opportunity for you to ask us lots of questions, and for both of us to see if the role is the right fit. Then we have paperwork (character references, volunteer agreement, child safety guidelines, media guidelines – and some extra paperwork if you will be going to Cambodia as well) to fill out, and we'll schedule the training sessions and your start date as a Riverkids Volunteer!

**Contact Dale Edmonds and Florence Chea at Riverkids:**

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