



***“Axiom Education grows talent and opportunity in rural communities by working with students and educators to raise student achievement.”***

# ***VOLUNTEER GUIDE***



*Growing talent and opportunity in rural Africa.*

# Wamkelekile

Axium Education continually welcomes wonderful, helpful volunteers who contribute greatly to the smooth running and success of the organisation.

Usually, we prefer volunteers to stay a minimum of 2 months owing to orientation procedures and the time it takes to get settled into the village. We are open to volunteers spending a shorter time with us depending on the organisation's capacity at the time of enquiry.

Axium is not able to offer free accommodation and food in exchange for volunteer work. If a long-term volunteer is able to offer a skillset that is in high demand and something that we cannot source or develop locally, we may be able to offer a small volunteer stipend.

As an organisation, we aim to prioritise the professional development of staff from the local community. For this reason, we cannot guarantee placement for volunteers as the organisation does not always have the capacity to manage and oversee new volunteers. Please do feel free to contact us for more information about possible volunteer roles. We would love to find you something fun and rewarding to do!

**Please refer to our website to see what the different programs do and where your skill set aligns.**



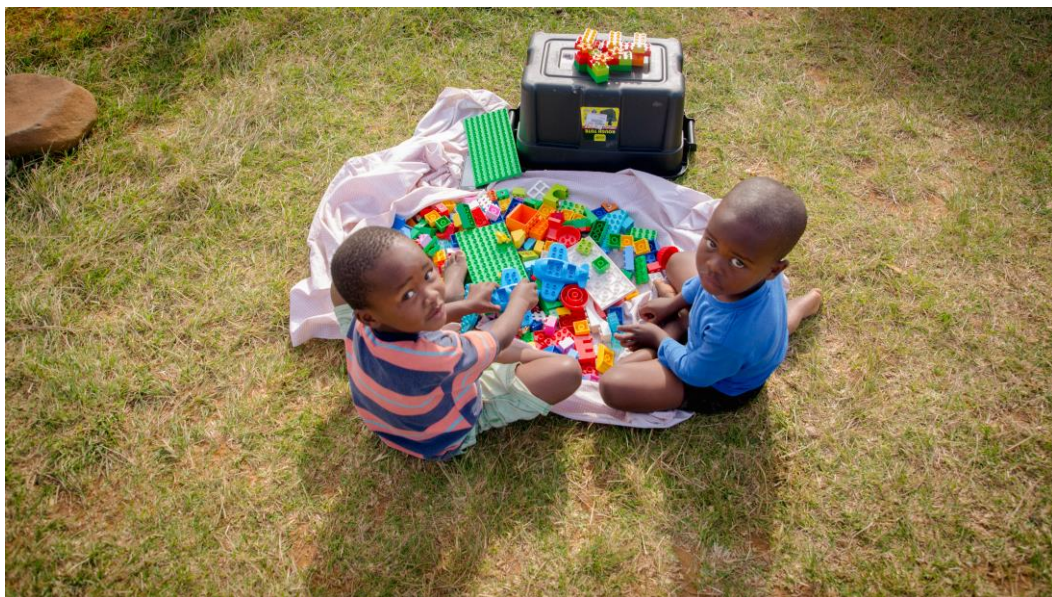
Growing talent and opportunity in rural Africa.

# Typical Volunteer Work

**This is a list of jobs that volunteers can expect to do. Flexibility and willingness to take on new challenges bode well for our volunteers.**

## **NOBALISA (GRADES R-3)**

- △ Drive our Nobalisa team to and from schools
- △ Accompany them during numeracy and reading clubs
- △ Assist with packing Club Boxes
- △ Printing, laminating and preparing resources



## **MASAKHANE (GRADES 6-9)**

- △ Assist the Masakhane team during the mornings to prepare fun and inspiring activities
- △ Assist in preparing the Axiom classroom for the afternoon's lesson
- △ Assist in setting up, using and packing away relevant technology
- △ Drive our Masakhane learners home afterwards during Winter months



## SENIOR SCHOOLS (GRADES 10-12)

- △ Assist during the week in preparing lessons alongside our Ekukhuleni teaching team
- △ Drive the study group team to schools during the week and assist in tutoring learners
- △ Assist in packing the Axiom vehicle on Saturdays with the equipment needed for the day
- △ Drive our Ekukhuleni team to Upper Mpako Senior School, our Saturday venue
- △ Do the bread run: collect bread and other food supplies for lunch from the local store, Ngcwanguba Store.
- △ Assist in counting out taxi money for learners at the end of the day
- △ Assist in packing the Axiom vehicle and collecting any Axiom equipment from the classrooms
- △ Assist in morning preparations: photocopying, capturing attendance data and becoming familiar with the content



## CAREER SUPPORT

- △ Present at Masakhane and Ekukhuleni about your field of studies or line of work
- △ Assist in online bursary and university applications



## TECHNOLOGY SUPPORT

- △ Assist in system maintenance and data capturing
- △ Assist in fixing tablets, laptops, etc



# Getting ready

## RAISE FINANCIAL SUPPORT

Unfortunately, Axium is unable to offer free accommodation. Please make sure you have included this in your budget – see the *Zithulele Survival Guide*.

## DRIVER'S LICENCES

Driver's licences are hugely helpful – both on and off the job. Try to ensure that you have a valid licence for your time in Zithulele.

## INTERNATIONAL VOLUNTEERS

### • GET YOUR VISA

A 3-month tourist visa is free of charge when you enter South Africa. Contact your nearest South African embassy to find out about a long-term visa. Start this application process well in advance.

### • GET AN INTERNATIONAL DRIVER'S LICENCE

Apply for an international driver's licence.

### • VACCINATIONS

Ask your doctor or travel clinic which vaccinations are required. Common vaccines include Hepatitis B, Hepatitis A, tetanus, measles booster, rabies, yellow fever and not malaria.

## LEARN SOME XHOSA

The local language in Zithulele is isiXhosa. Try learning some greetings and basic vocabulary. Ubuntu Bridge ([www.learnxhosa.co.za](http://www.learnxhosa.co.za)) has a few useful online resources and fun introductory YouTube clips. Find a few helpful words and phrases in the *Zithulele Survival Guide*.



## COLLECT BOOKS & DICTIONARIES

We have a community library as well as two mobile libraries that make use of children's books and dictionaries. We would especially appreciate up-to-date encyclopaedia-style books that could broaden the general world knowledge of learners (please keep in mind that English is their second language).

## COLLECT EQUIPMENT & STATIONERY

Axiom would especially appreciate scientific Casio fx-82ZA PLUS calculators, basic Android cell phones, mathematics sets, whiteboard markers, A4 plastic sleeves for ring-binder files, as well as adhesive plastic used for covering books.

## READ OUR ZITHULELE GUIDE

For any frequently asked questions about transport, accommodation, vaccinations required, Zithulele living and opportunities for weekend adventures.

## FOLLOW US ON FACEBOOK & INSTAGRAM @AXIUMEDUCATION



# Packing your bags

## TEACHING RESOURCES

Bring your own laptop or tablet that can be used while you prepare lessons, help the technical team and catch up on emails. This is optional and at your own risk.

Bring your own stationery where possible. We have the necessary textbooks and curriculum information. Visit [www.education.gov.za](http://www.education.gov.za) for more information.

## CLOTHING

We experience hot rainy summers and cooler dry winters. The Eastern Cape sun is strong in both summer and winter.

A couple of useful items include: walking shoes for hiking, a raincoat/ waterproof jacket, swimsuit, protective sun lotion, a hat, sports clothing for 'park runs' and frisbee, and warmer clothes for colder evenings.

A few more formal and professional-looking items of clothing are useful to have if you visit schools. In this way we show respect towards the schools' professional teaching staff.

Polo/collared shirts do well to smarten-up a pair of jeans. When meeting up with teachers specifically, you should avoid wearing shorts, casual t-shirts and flip-flops. It is advised that you do not wear clothes which are too revealing as it may be culturally frowned upon and/or offensive.

**For more information about packing for your accommodation read the *Zithulele Guide***




# Code of conduct

Below are the protocols that you agree to abide by when signing the Axiom Education indemnity form. Medium- to long-term volunteers may also be required to read Axiom's Policy documents, depending on the type of work you are required to do. Your line manager will give these to you on your first day with us.

You are expected to strive towards all of Axiom's values during your stay in Zithulele – both on and off the job. Please keep in mind that our volunteer code of conduct and policy documents were created within the best interests of both the organization and you. It is also vital that we respect the culture and context within which we are working.

1. No consumption of illegal substances is permitted while volunteering for Axiom Education. This also applies to your weekend travels.
2. Please never go off on your own to schools without permission from Axiom's managing staff.
3. Please never hand out donated items, personal items, food or sweets. While we do encourage generosity, we strongly guard against developing a hand-out mentality. We kindly request that you check with Axiom's leadership before giving any items or money away.
4. Please never make a promise on behalf of Axiom. There is great need everywhere and Axiom is intentional about where we can assist and where we cannot. If a promise of Axiom helping or supporting a teacher or learner goes unfulfilled, it is damaging to our relationship with them.

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5. You are encouraged not to pursue a romantic relationship with colleagues while volunteering for Axiom. This is to keep a professional and productive working environment. Romantic relationships with students are not allowed.
  6. You are required to attend any team meetings, lessons and workshops that may be scheduled. If you are unable to be present please notify your team management in advance. Long-term volunteers may decide to take time off and travel. Under these circumstances, please make sure that our management team is aware of your availability and leave days.
  7. Please do not feed or care for stray animals during your stay. We are unfortunately unable to continue caring for these animals once you leave Zithulele. Provided that the dog or cat does not have an owner, you are free to take the initiative in transporting it to the SPCA in Mthatha or in East London.
  8. Ensure you are familiar with Axiom's policies about media ethics, as well as those about vehicle usage if you are driving for Axiom in any capacity. Refer back to these regularly and make sure you adhere to it at all times.
  9. It is your responsibility to bring and use your own personal medication.

# Our team values

STRIVE FOR EXCELLENCE



UNDERSTAND FIRST

NEVER STOP LEARNING



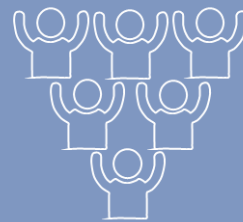
DO WHAT WE SAY

MASAMBENI



MOTIVATED MOTIVATORS

CHILD CENTERED



SERVANT LEADERS