



Volunteer as an Activity Coordinator for Children

How can you help as an Activity Coordinator for children ?

Organise or provide support to regular/one-time/ad-hoc events and activities for our young beneficiaries, including but not limited to:

- Sports carnival
- Art & board game sessions
- Art & crafts activities
- Excursions to places of interest
- Cooking classes

Volunteer your skills and resources for activities/events with the children, such as:

- Event emcee
- Photographer/videographer
- Logistics support
- Graphic designer/ art design for posters and social media
- Transport support
- On-site event management support
- Singing / dancing / theatre expertise

Activity Coordinator Code of Conduct

Boundaries

- Do not accept any gifts or money from the children and/or their families. Request them to donate directly to NuLife (<https://nulife.com.sg/how-to-help-cash/>).
- Handwritten cards/ thank you cards are acceptable. Speak to your volunteer manager if you have any doubts/concerns about the card(s).

- Do not give out your personal contact number and/or address to the children and families.
- Do not invite them to your home.
- Do not accept an invitation to visit them at their home.

Confidentiality

- All personal information of the child and/or their families shared by the organisation is confidential.
- Do not take or share any photographs, videos and/or audio recordings of the child and/or their families unless authorised to do so by the Volunteer Manager.
- Do not bring your family, friends or acquaintances to the outings/events unless you have obtained prior approval from the Volunteer Manager.

Responsibility

- Be punctual.
- Ensure that you attend all pre-event/activity briefings.
- Carefully consider the time commitment for the activity/event before signing up as a volunteer.
- Inform the Volunteer Manager if you are unable to attend the activity/event at least three days prior to the event/activity.

Discipline

- Encourage the children rather than criticize them.
- Do not scold or belittle the child. Firmly get them to stop and explain clearly to them why the behavior is inappropriate.

Dress code

- Dress appropriately (*smart casual*) for all activities/events.
- Covered shoes are recommended, unless otherwise indicated by your volunteer manager.

Conduct

- Refrain from using vulgarities.
- Do not make any racially / culturally / religiously offensive remarks.
- Refrain from making any personal attacks, insults or derogatory / inappropriate remarks against an individual or the organisation.
- Do not consume alcohol or smoke during your participation as a volunteer.
- Be mindful of your role as a representative of the organisation.
- Be firm but kind in dealing with the children involved in the activity/event.
- Work together with the other volunteers as a team to promote team spirit and cooperation.

How Can You Be an Engaged Activity Coordinator for Children ?

- Be enthusiastic and active with the children. Children are filled with energy and curiosity. Harness these curiosities positively in a fun manner.
- Model positive behaviors with the children. They are constantly learning and imitating behaviors by observing how adults interact with each other and with other children.
- There may be situations during the activity/event where a child, especially a younger one, is distressed and requires comfort. If needed, soothe the child by verbally comforting them or using touch (e.g. pats on the shoulders) where appropriate.
- Be mindful when interacting with the children. Many of our young clients go through highly stressful and painful personal situations including divorce, bullying, family violence etc. Pay attention to changes in behaviour and notify the Volunteer Manager and/or NuLife staff present should you notice that a child is particularly withdrawn or quiet.
- Ensure that you notify the Volunteer Manager should a child need to go to the toilet and accompany them should you be directed to do so.
- Assist in setting up and taking down props and/or event related accessories as directed by the Volunteer Manager.
- Assist in distribution of food/resources as directed by the Volunteer Manager.
- Assist in event facilitation as directed by the Volunteer Manager.

