



THE CHILDREN OF MAASAI
EDUCATIONAL PROGRAMME

Volunteer Child Sponsorship Coordinator

Position Title: Child Sponsorship Coordinator	Minimum Commitment Length: 6 months with likelihood of extension
About The Children of Maasai Educational Programme: Our mission is to provide basic needs to Maasai children in Kenya to promote a fulfilling and prosperous childhood.	
Brief Job Description: The Child Sponsorship Coordinator manages the child sponsorship program for The Children of Maasai Educational Programme. This position acts as a sponsorship liaison with the sponsor and their sponsor child so that the relationship between the two is strong, authentic, and supports the child's wellbeing and education. Important: The role is entirely voluntary (no remuneration is provided) and is online.	
Key Responsibilities: <ul style="list-style-type: none">• Maintaining records for all children and sponsors in the program• Liaising with our Kenyan staff to obtain systematic updates on the children who are sponsored• Completing and submitting an annual child progress report for all children in the program• Managing the completion of any child sponsorship projects as requested• Maintaining positive relationships and regular contact with current sponsors• Responding effectively to enquiries regarding child sponsorship• Carefully protecting the confidential personal information of children, sponsors, and volunteer staff• Communicating any sponsorship concerns with the CMEP team	
Minimum Requirements: <ul style="list-style-type: none">• Adequate English skills• Reliable access to the internet• Be at least 18 years of age• Dedicate up to 5 hours per week	
Key Qualifications Needed: <ul style="list-style-type: none">• Basic computer and Microsoft Suite skills• Organisational skills• Great written and oral communication skills• Ability to build and maintain strong relationships	
Benefits:	



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In return, you will develop relevant skills and expertise in the field of international development and charity work. You may also be provided with referral letters and/or letters of appreciation for future employment opportunities. Above all, you will be part of a community that is making a tangible difference in improving the lives of children in remote Kenya.

To apply for this opportunity, please email childrenofmaasai@gmail.com with your details and answering the following questions:

- *Why do you want to volunteer with us?*
- *Explain how you believe you are a good fit for the volunteer role.*

Please note: your answers do **not** have to be extensive.