

Flood Response – Volunteer Task Description & Criteria

1. Cleaning Operation

Task Description	Criteria
<ul style="list-style-type: none"> • Identify those that need help in cleaning • Work in small team, by using tools and equipment: <ul style="list-style-type: none"> ○ Clear and remove debris ○ Mud-out ○ Clean the floor and wall • Disinfection process after cleaning • Record the address of cleaned premises 	<ul style="list-style-type: none"> • Healthy and physically fit • Can work long hour • Team player, submissive to team leader's instruction

2. Warehousing and Distribution

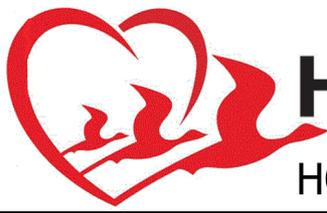
Task Description	Criteria
<ul style="list-style-type: none"> • Set up and handle distribution of relief items • Verify affected families • Manage and control crowd for distribution according to system • Give usage instruction to the recipients if necessary • Keep track of items that has been packed (arrangement/inventory) 	<ul style="list-style-type: none"> • Healthy and physically fit • Can contribute in physical help for e.g. carrying heavy items and unloading.

3. Operating Center Support

Task Description	Criteria
<ul style="list-style-type: none"> • Will assign tasks according to competency and experience • Coordinate on volunteers management • Coordinate on logistic support • Deal with news, messages and report • Assist in financial paper work. 	<ul style="list-style-type: none"> • Experience in administrative work • Can communicate bilingually • Computer literate

5. Volunteering at the Child Friendly Space **

Task Description	Criteria



HISEAM 全人关怀团队

HOLISTIC INTEGRATED SERVICES BERHAD

<ul style="list-style-type: none">• Welcome every child• Ensure all children and mothers are registered• Have high standards for supporting children and providing a quality program based on given syllabus• Provide a safe and happy environment: for our team to work with children, parents and the community• Care for our team: Value, encourage and care for every member of the team• Involve parents and the community: Encourage parents and the community to assist and participate in activities with the children• Maintain CFS equipment and supplies	<ul style="list-style-type: none">• Respected by the community and liked by children• Have good ideas of children's needs and appropriate activities• Have worked with children before in some capacity (preferably), such as teachers, volunteer experience, youth leaders
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** Note on Child Friendly Space (CFS):

A CFS is a structure and safe place where children meet other children to play, learn competencies to deal with the risks they face, be involved in some educational activities and relax in a safe place. It gives the children the sense of safety, structure and continuity that provides support amidst their overwhelming experiences.

- i. What is the importance of CFS in emergencies?
CFS provides children a place to play; with sports, team and cultural activities to allow the children to switch off from their worries and concerns. It is a transition phase of providing holistic education before the children re-engage into their formal education system. For example:
 - a) Literacy and numeracy
 - b) Life skills
 - c) Health education in new environments

- ii. What type of activities involved?
 - a) Creative session:
 - Drawing, painting, arts & craft
 - Role plays and drama
 - Posters about animals, birds and reptiles.
 - Singing and story telling

 - b) Child rights and responsibilities:
 - One to one conversations
 - Group discussion
 - Good habits, cleanliness and health
 - Environmental pollution

(CFS is one of the service initiative by World Vision Malaysia. HISEAM is the collaborative partner)