

Volunteer Step-by-Step Guide

Welcome to CVICT!

Thank you for showing interest in our organization and the people of Nepal. We look forward to our future experience with you and we hope that your time at our centre is both educational and meaningful.

The following is a step-by-step guide to help you organize your experience with us.

We require that you keep in mind that we are a non-profit organization and that we do not have ample financial and material resources to assist you in organizing your time in Nepal. Our understanding of volunteers is that they come to contribute their time and energies to organizations without additional costs to us. For this reason, we hope that you can take the initiative and be actively involved in preparing for your experience. Of course, we will try to help you along the way in any way that we can, as we are extremely grateful that you have taken an interest in our work and our society, and that you are prepared to dedicate your time and hard work to CVICT. We have limited space for the volunteers placement we select base on first come first basis.

Step 1: Read the “Organization Profile” and the “Rehabilitation Profile”

We wish to make the most of your time here and the skills that you have to offer. As such, we require that you learn about our organization and offer suggestions as to how you believe you can help.

We require that all of our volunteers read our “Organization Profile” before beginning their work with us to familiarize themselves with our work, our goals and our vision.

For volunteers who are working in the Rehabilitation Unit, we also require that you read the “Rehabilitation Profile”, as it describes the general process we go through each time a client comes to our centre.

Please do not hesitate to ask us any questions regarding each of these profiles. Your questions help us clarify our programs so that other individuals who are looking into our organization in the future will better understand what we do.

Step 2: Inquire into areas where assistance is needed and email us regarding your skills

While we do have a list of various volunteer opportunities, we often have fluctuating needs. Since we have so many programs, most of which are carried out at specific times, we ask that you email us, asking which areas require the most assistance at the particular time you intend to work with us.

We also request that you email us regarding your skills, interests and background in the field. In the best case scenario, we can coordinate work for you that is both beneficial to us as well as educational and life-building for you.

Please email, the program director of CVICT, regarding areas where assistance is needed as well as the skills that you feel you have that will positively contribute to our organization.

EMAIL ADDRESS: **jamuna@cvict.org.np**

Step 3: Confirming a volunteer placement

Generally, program director will pass your information on to one or two employees working at CVICT who would benefit most from your assistance. You will hear from them directly regarding the work that you would be doing at CVICT.

Sometimes, you may not receive a specific task or project to work on, but this does not mean that there is not work to be done! We are a large organization so there are always piles of work to be completed. In fact, volunteers often feel that they contribute to the organization more than they expected from the outset. Furthermore, projects arise unexpectedly that might be of interest to you and that we feel you would positively contribute to your experience.

Also, once you have some experience in our office and you may find that there are areas that we can improve upon. You may feel free to request to work on a specific project to better CVICT, the way we work or the information that we produce. We are always looking for ways to improve ourselves and as a new member of our team you have a perspective that we feel is invaluable in helping us improve the work that we do.

We always do what we can to provide volunteers with the best experience possible and we aim to ensure that you feel as though you have positively contributed to our organization.

Step 4: Finding accommodation and food

In the past, we have had volunteers who have required that we organize their accommodation and other living arrangements. Although we would like to offer these services, we have found this to be too strenuous on our resources. We therefore require that you organize your own accommodation. There are many options in this regard, depending on the length of time you wish to stay in Nepal and the time of year you plan to volunteer.

Step 5: Once you get here

We hope that volunteers who come to our organization are interested in learning about Nepalese culture, society and political situation. We also expect that volunteers are interested in learning about issues surrounding/regarding victims of torture and human rights in Nepal.

Nepal is very different than most western nations and it may be a challenging initial adjustment. However, if you are open-minded, respectful and maintain an interest in the issues at hand, we are sure that you will have an incredible experience in Nepal, especially because Nepalese people are known to be very friendly, kind and generous.

Our work environment is professional, warm and respectful. We enjoy each others company and we work hard when we are required to. We hope that our volunteers feel comfortable with this approach and positively contribute to this environment.

Please contact us if you have any questions regarding volunteer work at CVICT.

Again, thank you for your interest in our organization. We hope that you enjoy Nepal!