



Volunteer Handbook: Project 100

1. Welcome Message

Dear Volunteer,

Welcome to Project 100! We are thrilled to have you as part of our team. Your dedication to empowering young adults and teenagers in Nigeria is invaluable to us and the communities we serve. This handbook is designed to provide you with all the information you need to have a fulfilling and impactful experience as a volunteer.

Together, we can make a lasting difference in the lives of those who need it most.

Sincerely,
Shetu J. Gamaliel
Founder, *PROJECT 100*

2. About Project 100

Mission Statement

"Empowering underprivileged youth through targeted training, mentorship, and capacity-building programs. Our mission is to unlock their full potential, provide essential skills, and enable them to make meaningful contributions to their immediate societies and the world at large."

Vision Statement

"To create a world where every disadvantaged young individual has the opportunity to thrive, empowering them with skills and support needed to overcome barriers and drive positive change in their communities."

3. Volunteer Roles and Responsibilities

As a volunteer with Project 100, you may be involved in one or more of the following roles:

- **Mentor:**
 - Provide guidance and support to participants, helping them set and achieve personal and professional goals.
 - Commit to regular meetings with mentees and assist in their development over the course of the program.
- **Trainer:**
 - Facilitate workshops and training sessions in areas such as vocational skills, entrepreneurship, and personal development.
 - Prepare training materials and ensure that sessions are engaging, informative, and relevant to participants' needs.
- **Outreach Coordinator:**
 - Assist in recruiting participants from local communities.
 - Help organize community engagement events and ensure that the project reaches its intended audience.
- **Event Coordinator:**
 - Plan and execute events such as training sessions, graduation ceremonies, and community outreach activities.
 - Coordinate logistics, manage event timelines, and ensure that all events run smoothly.
- **Administrative Support:**
 - Assist with administrative tasks such as record-keeping, data entry, and report preparation.
 - Support the project team in maintaining accurate documentation and ensuring compliance with project policies.
- **Communications Assistant:**
 - Help manage Project 100's social media platforms, create content, and engage with online audiences.
 - Assist with public relations efforts, including drafting press releases and coordinating with media outlets.

4. Code of Conduct

As a volunteer with Project 100, you are expected to uphold the highest standards of behavior. Please adhere to the following guidelines:

- **Respect:** Treat all participants, fellow volunteers, and community members with respect and dignity. Embrace diversity and foster an inclusive environment.
 - **Professionalism:** Conduct yourself in a professional manner at all times, both during project activities and when representing Project 100.
 - **Confidentiality:** Respect the privacy of participants and keep any sensitive information confidential. Do not share personal details or experiences without permission.
 - **Punctuality:** Be on time for all volunteer activities and meetings. If you are unable to attend a scheduled activity, please inform your supervisor as soon as possible.
 - **Integrity:** Carry out your responsibilities with honesty and integrity. Avoid conflicts of interest and disclose any potential issues to your supervisor.
-

5. Safety and Emergency Procedures

Your safety is our priority. Please follow these procedures to ensure your well-being and that of others:

- **Emergency Contacts:** Always have the contact information of your supervisor and emergency services on hand.
 - **Incident Reporting:** If you witness or experience any incidents, accidents, or safety concerns, report them immediately to your supervisor.
 - **Health and Safety:** Follow all safety guidelines during project activities, including the use of protective equipment when necessary. Be aware of your surroundings and take precautions to avoid accidents.
 - **Emergency Evacuation:** In the event of an emergency, follow the instructions of your supervisor and evacuate the area if necessary. Familiarize yourself with emergency exits and assembly points at project locations.
-

6. Communication and Reporting

Effective communication is key to the success of Project 100. Please adhere to the following guidelines:

- **Regular Updates:** Keep your supervisor informed of your progress, challenges, and any issues that arise. Regularly check in with your team and provide updates as required.
 - **Respectful Communication:** Communicate respectfully and professionally with participants, fellow volunteers, and the project team. Listen actively and be open to feedback.
 - **Reporting Structure:** Follow the established reporting structure for any concerns or incidents. Report to your immediate supervisor first, and escalate issues if necessary.
-

7. Volunteer Rights and Responsibilities

As a volunteer, you have the right to:

- Receive clear instructions and support for your role.
- Be treated with respect and dignity.
- Access training and resources to help you fulfill your responsibilities.
- Provide feedback and have your concerns addressed.
- Be recognized and appreciated for your contributions.

As a volunteer, you are responsible for:

- Committing to the role you have agreed to and fulfilling your responsibilities to the best of your ability.
- Following the Code of Conduct and all project guidelines.
- Communicating openly with your supervisor and team members.
- Representing Project 100 positively in the community.
- Adhering to the project's safety and confidentiality policies.

8. Training and Development

Orientation: All volunteers will receive an orientation session to familiarize themselves with Project 100, its mission, and their specific roles. This will include an overview of the project's structure, key contacts, and operational procedures.

Ongoing Training: Depending on your role, you may be required to attend additional training sessions. These may include workshops on mentoring, effective communication, event management, or specialized skills relevant to your volunteer position.

Skill Development: Volunteering with Project 100 is an opportunity for personal and professional growth. We encourage you to take advantage of the training and development resources available to you.

9. Recognition and Appreciation

Volunteer Appreciation: Your efforts and contributions are crucial to the success of Project 100. We are committed to recognizing and celebrating your achievements. Volunteer appreciation events, certificates of recognition, and other forms of acknowledgment will be provided regularly.

Feedback Opportunities: We value your feedback. Regular surveys and feedback sessions will be conducted to understand your experience and identify areas for improvement.

10. Frequently Asked Questions (FAQ)

Q: How much time do I need to commit as a volunteer? A: Time commitments vary depending on your role, but we ask for a minimum commitment of 5 hours per month. Specific details will be provided during your orientation.

Q: What should I do if I have to miss a scheduled activity? A: Please inform your supervisor as soon as possible if you are unable to attend a scheduled activity. We understand that things come up, but advance notice helps us plan accordingly.

Q: Can I switch roles if I find that my current role is not a good fit? A: Yes, we aim to match volunteers with roles that align with their skills and interests. If you feel your current role is not a good fit, please discuss this with your supervisor, and we will explore other opportunities for you.

Q: What should I do if I have concerns about my role or the project? A: We encourage open communication. If you have any concerns, please speak with your supervisor. Your feedback is important, and we are here to support you.

11. Contact Information

For any questions, concerns, or support, please reach out to the following contacts:

Project100.com@gmail.com

09069930644

07036414313

14b Oriental Gardens, Accra Street, Wuse Zone 5

Thank you for being part of Project 100. Your dedication and passion are what make this initiative possible. We look forward to working together to create lasting change in our community.
