



YoKu

Volunteer Specification

Organisation Name: Yoku	Title of role: Volunteer IT Project Assistant
Name of contact responsible for opportunity: Dr. Fu	Email: yokuchoir@hotmail.co.uk
Number of posts available:1	Closing date for applications: NA
Please provide a role description/a list of duties and responsibilities of the volunteer: We are looking for a Volunteer to join our expanding volunteer team and support our overall activities. The role: IT Project Assistant will support smooth running of the project. The role will provide you with an amazing scope to get involved in numerous aspects of the IT related project assistant jobs including visual arts e.g. image/video edit, web proofreading, and website updating etc.	
What is the time commitment needed from the volunteer?*	
*Please state days of the week, hours and finishing date of opportunity if applicable Volunteers are required to work approx 2 hr/week, 12 weeks for the initial start and can be extend.	
What skills, experience or knowledge is required by the volunteer? You must be:	
<ol style="list-style-type: none"> 1. Responsible and of great perseverance 2. Willing to learn and passionate about service delivery. 3. Access to Internet, with IT skills including image/video editing, basic web design, e.g. HTML 	
What are the benefits to the volunteer? Solid reference for future career. Gain experience in IT projects. Opportunity to be part of awarded Olympic Cultural program for local communities	
Will you be providing training for this role? If so, please give details: Training will be provided according to allocation of tasks and the skills of applicants.	
Please list the geographical location/s where this opportunity will take place:	

(Please include public transport links)

the job is home based.

How to apply:

Send your CV stating by email to yokuchoir@hotmail.co.uk

Please indicate which role you are applying for and if successful you will be invited to a telephone interview.

Why is there a need for a volunteer in this role?

YoKu has been awarded the prestigious London 2012 Inspire Mark as it aims to distribute Olympic spirits and cultural excellence through a series of activities for everyone to get involved in this memorable event.

We need volunteers to support the project expansion that it can benefit more children, especially from low income families.

Please provide anymore information regarding this opportunity:

About YoKu

YoKu is a charitable organization specialising in heritage arts and culture excellence. Based in South Manchester, we aim to provide equal opportunity for everyone to learn and develop art potentials, science awareness and culture skills.

Our Blog < <http://yokuchoir.blogspot.co.uk/> >

Our Website < www.yoku.orgfree.com >

Please identify the categories appropriate to this volunteering opportunity
(highlight all those that apply):

<ul style="list-style-type: none"><input type="radio"/> Administration<input type="radio"/> Advice and Guidance<input type="radio"/> Community / Regeneration<input type="radio"/> Conservation / Environmental /<input type="radio"/> Education<input type="radio"/> Financial<input type="radio"/> Fundraising<input type="radio"/> Health Care<input type="radio"/> IT	<ul style="list-style-type: none"><input type="radio"/> Law/ Legal Services<input type="radio"/> Marketing / Media / Publicity<input type="radio"/> Performing / visual arts / culture<input type="radio"/> Retail<input type="radio"/> Social/Pastoral care<input type="radio"/> Sport / Leisure<input type="radio"/> Trusteeship / management committee<input type="radio"/> Other (please give details)
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Thank you