



## Volunteer in Cambodia as a Sunrise Mentor

Sunrise Cambodia has a rocking skills-based, in-country Mentor Program and we are looking for volunteers that can enhance the skills of our Khmer staff and actively contribute to their professional development. We need teachers who can work with the local Khmer teachers to develop learning programs; health professionals who can upskill our healthcare staff; engineers who can work with our maintenance crew; farmers and agriculturalists who can support our food development programs; and IT experts who can improve the current systems in use and train staff in world-class IT.

The Mentor Program is an opportunity to make an impact on the development of staff at Sunrise Cambodia and to ensure that local Cambodian's have gainful employment. This feeds back into the work of our staff and ultimately benefits the at-risk kids, struggling families and poor communities who receive our support in the long term. You leave them with the tools to better their own lives and those of their community.

Mentoring provides a tremendous learning and growth opportunity for both the mentor and mentee. These relationships can be truly life changing and inspirational, and mentors receive an unparalleled learning and growth experience. Mentors must be over the age of 18 and have a particular skill set that will enhance the capabilities of our staff and be able to develop sustainable and effective programs.

Skill sets we are looking for include education, health, sanitation, social work, communications, engineering, agriculture, trades, human resources, information technology, water sciences, maintenance and property improvement, marketing, housing, financial management and micro-finance. We are also looking for native English speakers and or qualified ESL teachers who can assist our teachers in the classroom and work directly with students to improve their English language skills.

Mentoring is a responsibility that requires time, dedication, passion, commitment and a big heart, but yields a wealth of rewards. The Mentor Program offers a unique opportunity to not only help realise Sunrise Cambodia's vision to break the poverty cycle and meet the challenging needs of economic and social development in Cambodia, but also to develop the mentor's own leadership and life skills. It will change the mentor's life and the lives of Cambodian communities.

The decision to volunteer with Sunrise Cambodia's Mentor Program shouldn't be based solely on a desire to 'to make a difference', but also on a realistic assessment as to whether your expert skills could benefit the local community. Review the criteria mentioned above and complete the online application to help us to match your expertise and interests with our programs and staff. As much as we appreciate the offers to volunteer to 'help the kids', Sunrise Cambodia does not support general unskilled volunteering and voluntourism. Volunteering in this way can have a detrimental effect - at its worst it is neo-colonialism. The moral integrity of our mentoring program is vital and we are committed to responsible volunteering and mentoring in Cambodia.

### 1. How long do I go for?

The length of time for mentoring depends on the expertise of the mentor and how much good you can do. Long term mentors are inevitably going to make a bigger impact than short term mentors. What is most important though is how the staff and our purpose in Cambodia can be improved by your mentorship. It needs to have great impact so that Sunrise staff can maintain and improve on your work after you have left. You can achieve the most in Cambodia by providing training to build local capacity. Your help now in developing the skills of our staff and community will help them into the future.

We prefer a commitment of at least one month and up to 12 months. Sunrise Cambodia reserves the right to assess a mentor's length of volunteering on a case by case basis. If you have less than a month to offer and a rock star skill set to share, then please apply. Some skills are so sought after that we'll take you for a week! For example, highly skilled mentors such as doctors, engineers, dentists and specialist teachers whose work commitments may not allow long term volunteering, but their skills can make a big difference in a shorter period. Others generally need the minimum four weeks to get the full benefit of your genius.

### 2. Can I choose where I go?

Mentors are allocated to our projects based on their skills and where they are needed most. Sunrise Cambodia's head office is in Phnom Penh and our projects are in Kandal, Siem Reap, Sihanoukville and Kampong Speu.

### 3. Requirements

Mentors must be over the age of 18, have a much-needed skill set, professional certification and are required to raise or donate \$1000 (more information below).

You are also required to have a Working with Children Check and Police Check prior to final acceptance into the program and must read, understand and sign Sunrise Cambodia's Volunteer Code of Conduct and Child Protection Policy. Medical/travel insurance is a MUST for all approved mentors and we also recommend completing first aid training equivalent to the Australian standardised Provide First Aid HLTAID003 certificate (previously known as Senior First Aid and Apply First Aid) before departing.

### 4. Volunteer fundraising

Mentors are required to make a minimum donation of AU\$1000 before departing for Cambodia in support of the vision and purpose of Sunrise Cambodia to grow the capabilities of our staff and community. It can be made as a single donation or raised using [Everyday Hero](#). You're likely to raise even more when you tell your friends, family and networks what you're doing in Cambodia and why you're doing it.

We understand that many of our supporters like the opportunity to bring donated items to Cambodia, but please don't bring material items to donate. We prefer to buy locally to support the local economy. The funds you will be raising to volunteer with us will support Sunrise Cambodia in doing this.

#### **5. What are my responsibilities?**

You are considered to be the equivalent of an employee of Sunrise Cambodia and are therefore expected to work co-operatively with the team and meet their mentoring objectives. You will be signing a formal volunteer agreement that outlines your objectives, duties, length of volunteering and other relevant contractual obligations.

#### **6. Working hours, leave and public holidays**

Unless otherwise agreed, working hours are the same as full-time employees at Sunrise Cambodia: Monday to Friday 8am-12pm and 1:30pm-5pm. You are entitled to the same public holidays and sick leave as local employees and one week leave for every three months served.

Mentors will have a full orientation to Sunrise Cambodia on their first day of volunteering in-country. Orientation will cover everything you need to know about your assignment and an introduction to Cambodia's culture and customs, rules and expectations, safety and your program goals. It is your responsibility to re-confirm hours of work, leave entitlements, reporting requirements and available resources during this time.

We completely understand that you may need to return home urgently due to serious illness, death or crisis. It is important to discuss this with both the team in Cambodia and the team in Australia. Depending on the circumstances, the ongoing viability of the role may be assessed.

#### **7. What is provided?**

You are responsible for all your own expenses including airfares, accommodation, meals and transport, however some meals and transport may be available depending on which project you are based. Sunrise Cambodia can recommend local guesthouses, hotels and/or homestays.

#### **8. What is not provided by Sunrise?**

Sunrise Cambodia is unable to cover any of the following costs associated with travelling to and volunteering in Cambodia:

- Cost of return airfare and any extra baggage charges, departure taxes and other related costs
- Cost and responsibility of organizing visas and work permits.
- Medical/travel insurance
- Accommodation and meals
- Cost of pre-departure health checks and vaccinations
- Cost of managing any pre-existing medical conditions and supplies
- Cost of first aid training

Sunrise Cambodia recognises the financial commitment that mentors are making to volunteer and share their expert skills with our staff; we are extremely grateful for it. We hope in turn that mentors see the professional learning and growth experience this Program offers in return.

#### **9. Other personal arrangements**

- Financial: we highly recommend that you have access to additional funds whilst overseas in case of unexpected events or emergencies. All personal financial commitments in your home country and in Cambodia are not the responsibility of Sunrise Cambodia.
- Voting while overseas: all volunteers are responsible for ensuring they are registered for any political elections in their home country. Specifically, Australian volunteers must be registered as an Overseas Elector should an election be held when they are in Cambodia. Contact the Australian Electoral Commission for more information.
- Emergency contacts in Australia: please ensure that you have included your emergency contacts in your application and update them as necessary to providing the details of a person in Australia who we can contact in the event of an emergency. They should also be included when registering with Smart Traveller in Australia or your home country's embassy.

#### **10. Can I take my partner or children?**

You may take your partner or children but this would be on your own steam. Sunrise Cambodia is not a large-scale charity and does not have the capacity to support or monitor the travel, health and safety of additional persons. Let us know if you do intend to take your partner or children in your application so that we are aware. Please note that children are required to have separate supervision; Sunrise staff will not be able to look after them.

#### **11. Student Groups**

Student groups can also be mentors. Whilst this Mentor Program requires volunteers to be over 18 years of age we know the experience of travelling abroad has a significant impact on young people and are developing a program specifically for students. These impacts can be lasting, changing the way in which an individual sees the world they live in and their path in life.

A school or student group visit to Sunrise Cambodia will leave student mentors with lasting memories. Two things will have happened - they will begin to understand what poverty looks like and they will become more culturally aware, with a global outlook. The Cambodian children also benefit from students visiting as they learn about the world outside their country, a world most know nothing about.

A cultural exchange is very valuable in developing a sense of the global community. Students can be involved in sustainable programs such as sports coaching, tutoring in English and Mathematics, assisting with music, art, drama and dance, and training in IT skills. Student can also join our Yuveak Chun (Youth) program which aims to develop skills in leadership and build character. Most of all young people from other parts of the world can show that there is more than one way to live. Both

parties can also discover how compassion will improve lives and understand that the attributes of connection are life changing - abilities which can often not be taught but must be experienced.

If you are interested in organising a student mentor group contact us directly at [hq@sunrise cambodia.org.au](mailto:hq@sunrise cambodia.org.au).

### **12. Should I take any resources with me?**

Depending on your mentoring objectives, we generally encourage you to use the resources Sunrise Cambodia has available during your mentoring assignment to ensure the work can continue after you have gone. Please let us know if you intend to bring any other items.

### **13. Cambodian culture and customs**

Make sure to include learning about Cambodia's local culture and customs in your research before departure. We also recommend familiarising yourself with local laws because you will be subject to Cambodia's laws whilst you are in the country. Offences and penalties can be markedly different than those in Australia or your home country.

Buddhism is the official religion of Cambodia and is practiced by the kids and staff at Sunrise. Volunteers are not to preach or attempt to recruit an individual or group to a religion.

We ask that volunteers dress smart casual whilst volunteering and respect dress codes at religious sites. If you wear clothing that is inappropriate you will be asked to change before resuming your work. Upper arms and upper legs must be covered; no tight or revealing clothing, backless, crop or low-cut tops and mini shorts. Please also ensure your clothing does not have any offensive slogans or slogans promoting alcohol.

### **14. Support**

A comprehensive briefing, with assignment description and set objectives, will be provided before departure and there will be an orientation program when you arrive in Cambodia. Sunrise Cambodia's team in Cambodia will support mentors in-country and any conflict in the workplace should initially be dealt with the Cambodian team.

We expect mentors to be proactive and undertake their own research into Cambodia, the issues they may face and strategies to be successful in their mentoring objectives. It would also be beneficial to learn basic Khmer language skills.

### **15. Postponed or cancelled assignments**

Please be aware that unexpected circumstances may arise which make it impossible to begin the mentoring program, for example deterioration in health or an emergency in Cambodia. This is one of the reasons that travel insurance is a must. If your mentoring assignment is postponed or cancelled, we will discuss the situation with you and seek an alternative. Sunrise Cambodia cannot be held

responsible for major changes in circumstances and reserves the right to make the final decision about your assignment.

#### **16. Termination**

Sunrise Cambodia reserves the right to terminate your assignment in Cambodia if you are unable to fully work in the role and meet your objectives, are guilty of misconduct or otherwise commit a breach of the Code of Conduct, the Child Protection Policy or if you breach any local laws.

#### **17. Safety and security**

Mentors must exercise caution in regards to their personal safety and the security of their possessions during their stay in Cambodia. All incidents related to safety and security must be reported to Sunrise staff.

Sunrise Cambodia monitors security closely at all times and will be in contact with you if any issues arise. Travellers to Cambodia are currently being advised to exercise normal safety precautions by the Australian government. More information on travel advice and requirements for travelling to Cambodia can be found with your home country's relevant governmental department. In Australia, it can be found on the Smart Traveller [website](#). We also recommend [registering](#) your travel plans and contact details with Smart Traveller so the government can contact you in emergencies.

**So how do you sign up to be a Sunrise Cambodia Mentor? Follow these steps:**

**Step 1:** Consider what expert skills and knowledge you have to offer and ensure you are medically fit to travel and volunteer overseas.

**Step 2:** Apply online at [sunrisecambodia.org.au](http://sunrisecambodia.org.au).

**Step 3:** Once initial approval is given, apply for a Police Check and Child Safety Check (Working with Children Check as per your state/territory laws. Utilise the time it takes for these checks to be completed to undertake your background research into volunteering, Sunrise Cambodia and Cambodia itself.

**Step 4:** Final confirmation with Sunrise's Cambodian staff and information on your assignment.

**Step 5:** Read, understand and sign your Mentor Agreement, the Mentor Code of Conduct and the ACF Child Protection Policy.

**Step 6:** Begin fundraising (unless you decide to donate), undertake first aid training and organise travel, insurance, visas, accommodation and other arrangements. Make sure to confirm these details with Sunrise Cambodia.

**Step 7:** Pre-departure briefing.

**Step 8:** Finalise your volunteer fundraising (or make your donation).

**Step 9:** Departure. Woohoo!