



“Axiom Education grows talent and opportunity in rural communities by working with students and educators to raise student achievement.”

VOLUNTEER GUIDE



Growing talent and opportunity in rural Africa.

Wamkelekile

We prefer volunteers to stay a **minimum of 2 months** owing to orientation procedures and the time it takes to get settled into the village. We are open to volunteers spending a shorter time with us depending on their skill-set and the organization's needs at the time of enquiry.

Axium Education is not able to offer free accommodation and food in exchange for volunteer work. If a long-term volunteer is able to offer a skill-set that is in high demand and something that we cannot source or develop locally, we may be able to offer a small volunteer stipend.

We prioritise the professional development of staff from the local community over the management and supervision of volunteers. For this reason we cannot guarantee your placement as a volunteer. Please contact us for more information about possible **volunteer roles**. We'd love to find you something fun and rewarding to do!

Please refer to our website to see what the different programs do and whether your skill set aligns.



Typical Volunteer Work

This is a list of jobs that volunteers can expect to do. You need to be flexible and willing to take on a challenge.

FOUNDATION PHASE

- △ Drive our Nobalisa to and from schools
- △ Accompany them during Numeracy and reading clubs



MASAKHANE

- △ Assist the Masakhane team during the mornings to preparing fun and inspiring activities
- △ Assist in preparing the Axiom classroom for the afternoon's lesson
- △ Assist in setting up, using and packing away relevant technology.
- △ Drive our Masakhane learners home afterwards during Winter months

SENIOR SCHOOLS

- △ Assist during the week in preparing lessons alongside our Ekukhuleni teaching team
- △ Assist in packing the Axiom vehicle at 08:15am on Saturdays; drinking water, study guides, library books, educational tablets, data projectors, science lab equipment, etc.
- △ Drive our Ekukhuleni team to Upper Mpako Senior School; our Saturday venue.
- △ Do the bread run; collect bread and other food supplies for lunch from Ngcwanguba Store during the 1st Ekukhuleni lesson.
- △ Assist in counting out taxi money for learners at the end of the day
- △ Assist in packing the Axiom vehicle and collecting any Axiom equipment from the classrooms.
- △ Assist in morning preparations; photocopying, capturing attendance data and becoming familiar with the content
- △ Drive the study group team to schools and assist in tutoring learners



CAREER SUPPORT

- △ Present at Masakhane and Ekukhuleni about your field of studies or line of work
- △ Assist in bursary and university online applications



TECHNOLOGY SUPPORT

- △ Assist in system maintenance and data capturing
- △ Assist in fixing tablets and solar lights



Getting ready

RAISE FINANCIAL SUPPORT

Unfortunately Axium is unable to offer free accommodation. Please make sure you have included this in your budget – see the 'Zithulele Survival Guide'

GET YOUR VISA

A 3-month tourist visa is free of charge when you enter South Africa. Contact your nearest South African embassy to find out about a long-term visa. Start this application process well in advance.

GET AN INTERNATIONAL DRIVERS LICENSE

Apply for an international driver's license. This will certainly come in handy – both off and on the job!

READ OUR 'ZITHULELE SURVIVAL GUIDE'

For any FAQ about transport, accommodation, vaccinations required, Zithulele living and opportunities for weekend adventures.

Ask your doctor or travel clinic which vaccinations are required. Common vaccines include Hepatitis B, Hepatitis A, tetanus, measles booster, rabies, yellow fever and not malaria.

LEARN SOME XHOSA

The local language is isiXhosa. Learn some greetings and basic vocabulary. Ubuntu Bridge has a few useful online resources and fun introductory YouTube clips; www.learnxhosa.co.za

COLLECT BOOKS & DICTIONARIES

We have a community library as well as 2 mobile libraries that make use of children's books and dictionaries. We would especially appreciate up-to-date encyclopedia-style ones that could broaden the general world knowledge of learners. Please keep in mind that English is their 2nd language.

COLLECT EQUIPMENT & STATIONERY

Axium would especially appreciate calculators, mathematics sets, whiteboard markers, A4 plastic sleeves for ring-binder files, adhesive plastic used for covering books.

FOLLOW US ON FACEBOOK & INSTAGRAM @AXIUMEDUCATION

If we confirm your position as a volunteer then please complete, scan and email the medical and indemnity forms on pages 15 to 18

Email the completed documents to info@axiumeducation.org



Packing your bags

TEACHING RESOURCES

Bring your own laptop/tablet that can be used while you prepare lessons, help the technical team and catch up on emails. This is obviously optional and at your own risk.

Bring your own stationery where possible. We have the necessary textbooks and curriculum information. Visit www.education.gov.za for more information.

CLOTHING

We experience hot rainy summers and cooler dry winters. Be warned! – The African sun is strong in both Summer AND Winter.

A couple of useful items include; walking shoes for hiking, a raincoat/waterproof jacket, swimsuit, protective sun lotion, a hat, sports clothing for 'park runs' and Frisbee, and warmer clothes for colder evenings.

A few more formal and professional-looking items of clothing are useful to have if you visit schools. In this way we show respect towards the school's professional teaching staff.

Polo/collared shirts do well to smarten-up a pair of jeans. Women are advised not to wear tight leggings, short skirts or shorts, crop tops, low-cut necks or sleeveless tops. In Xhosa culture, married women wear longer skirts and not trousers. When meeting up with teachers specifically, both men and women should not wear shorts.

For more information about packing for your accommodation read the 'Zithulele survival guide'



Code of conduct

Below are the protocols that you agree to abide by when signing the Axium Education indemnity form.

You are expected to strive towards all of Axium's values during your stay in Zithulele; both on and off the job. Please keep in mind that our code of conduct was created within the best interests of both the organization and yourself. It is vital that we respect the culture and context within which we are working.

1. On your first day on the job, read the 'Axium's Vehicle Usage Policy' document. Refer back to it regularly and make sure you adhere to it at all times.
2. No consumption of illegal substances is permitted while volunteering for Axium Education. This also applies to your weekend travels.
3. Please never go off on your own to schools without permission from Axium's managing staff.
4. Please never hand out donated items, personal items, food or sweets. While we do encourage generosity, we strongly guard against developing a hand-out mentality. We kindly request that you check with Axium's leadership before giving any items or money away.
5. Please never make a promise on behalf of Axium. There is great need everywhere and Axium is intentional about where we can assist and where we cannot. If a promise of Axium helping or supporting a teacher or learner goes unfulfilled it is damaging to our relationship with them.

6. You are encouraged not to pursue a romantic relationship while volunteering for Axiom. This is to protect you, our organization's reputation and those you are working with during your stay.
7. Please do not feed or care for stray animals during your stay. We are unfortunately unable to continue caring for these animals once you leave Zithulele. Provided that the dog or cat does not have an owner, you are free to take the initiative in transporting it to the SPCA in Mthatha or in East London.
8. It is your responsibility to bring and use your own personal medication.
9. You are required to attend any team meetings, lessons and workshops that may be scheduled. If you are unable to be present please notify your team management in advance. Long-term volunteers may decide to take time off and travel. Under these circumstances, please make sure that our management team is aware of your availability and leave days.

Please complete, scan and email the Medical and indemnity forms on pages 15 to 18.

Email the completed documents to careers@axiumeducation.org

Our team values

Axum (or Aksum) is considered to be sub-Saharan Africa's first civilization which developed indigenously more than 2000 years ago in present-day Ethiopia. An **axiom** is a statement that is self-evident, that needs no proof. In mathematics many proofs use axioms as starting points for their solution.

Our "Axiom" is that Africa's needs must be met using indigenous, home-grown solutions that promote African talent and innovation.

All in

- We are fully committed and invested in our work. We operate from intrinsic passion, aiming for excellence in all we do.

eXtreme servant leadership

- We challenge conventional hierarchical leadership. We are about service and we lead by example. We create opportunities to cultivate leadership by empowering others.

I am because you are – Ubuntu

- We operate from an attitude of Ubuntu by embracing humility and compassion in our interactions with all other people. We value relationships over programs.

Understand first

- We strive to understand the context in which we work. We consider points of view and insights that are not our own before arriving at a conclusion. We ask questions, listen, and are slow to offer our own opinions. "Things are the way they are for a reason."

Motivated motivators

- We patiently encourage learners to work with the same motivation that we model. We strive to create safe spaces that steer people towards positivity and growth.



Medical Form

Full name: _____

ID Number: _____ Passport Number: _____

Medical Insurance Details

Name of Medical Insurance: _____

Medical Insurance Number: _____

Medical Insurance Contact Person and Details: _____

Does this include a hospital and evacuation plan? Yes No

Briefly explain your benefits: _____

Please note that if you **do not have Medical Insurance**, you are strongly advised to get **travel insurance** for the duration of your trip to South Africa, or you must give proof of sufficient finances in case of an emergency.

Emergency Contact Details

Contact person in case of emergency: _____

Relationship: _____

E-mail Address: _____

Contact Number(s): _____

Address: _____

Medical information

Do you have any of the following?

Allergies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Asthma	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stomach Problems	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rheumatic Fever	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Heart Condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Epilepsy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Diabetes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Eyes, Ears, Nose, Throat problems	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chronic Back Problems	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Depression	Yes <input type="checkbox"/>	No <input type="checkbox"/>
History of mental illness	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered 'yes' to any of the above or have other medical conditions not listed, please give a brief description of medical history:

I hereby declare that, to my knowledge, the information provided is accurate and true. I also understand that Axiom Education, its staff and volunteers, are in no way liable in respect to any personal illness or injury that may occur to myself during my involvement with Axiom. I have taken responsibility for any vaccinations required.

I also hereby authorize the staff and volunteer leaders of Axiom Education to act within their best judgment during any emergency situation where I may require medical attention.

Name in full: _____ Signature: _____

Date: _____ Place: _____

Witness 1: _____ Witness 2: _____



Indemnity Form

Full name: _____

ID Number: _____ Passport Number: _____

Date of issue: _____ Place issued: _____

I, _____, hereby confirm that I have read Axium Education's code of conduct, protocols and requirements and agree to abide by these for the duration of my involvement with Axium Education.

I acknowledge that I volunteered to be involved of my own accord and that I submit to the leadership of the staff of Axium Education for the duration of my involvement. Furthermore, I agree that I will not hold Axium Education staff and volunteers responsible for any illness, injury, damage or loss incurred by myself during the course of my involvement with the Axium Education

Name in full: _____

Signature: _____

Date: _____

Place: _____

Witness 1: _____

Witness 2: _____



Letter of Consent

If under 21, your parent or legal guardian must complete the following:

I, _____ give permission
for _____ to volunteer.

I acknowledge that I will not hold Axium Education's staff and volunteer responsible for any illness, injury, loss or damage incurred to the person or property of the said minor.

Parent / Guardian's name: _____

Parent / Guardian's signature: _____

Date: _____

Place: _____

Witness 1: _____

Witness 2: _____