



Current Volunteer Roles available at Open Arms:

Korean Liaisons

Hours: varied, limitations can be agreed. Commitment includes attending meetings and regular communication on group chats

To assist Open Arms with operating in the Korean environment. Diverse positions can be taken on by several people, to accomplish tasks and projects best undertaken by a Korean speaker, such as special projects with welfare homes, procurement, services, web searches, phone calls and other communication tasks etc, as well as helping with cultural understanding. Some positions will require communication with providers of goods and services both by text/phone and in person on behalf of other English speaking members.

Candidates can discuss the extent and nature of the duties they take on.

Financial Controller

Hours: 1-2 hours weekly, occasionally more for end of year statements

Commitment includes attending meetings and regular communication by email and on group chats

The Financial Controller is responsible for keeping the financial books and records of the organization reconciled and up to date, preparing documentation for execution of payments, issuing official receipts to members and donors for contributions received as well as preparing annual financial statements for the Annual General Meeting. The Controller will have a vital role in advising the President, Membership Secretary and Fundraising Coordinator on cash flow and budgetary issues for the organization. This person will work closely with Open Arms' Official Representative who operates the bank account.

Volunteer Coordinator

Hours: 1-2 hours weekly, plus attendance at program sessions, some social events. Commitment includes regular communication on group chats

To assist the Team Leaders of each program to organize volunteers for each session, sending out messages on chat groups and making sure that the program has sufficient volunteers to run each session. The Volunteer Coordinator works closely with their Team Leader and Welfare Home Liaison and attends sessions where possible. The Volunteer Director has overall charge of volunteers.