



# ***VOLUNTEERING IN BEDOK***

**A Compilation of Volunteer  
Opportunities in Bedok  
Town**

**By the SG Cares Volunteer Centre  
@ Bedok, operated by Filos  
Community Services**

# Service-Based Volunteering

Service-based volunteering are opportunities that complement services provided by practitioners.

Volunteer Opportunity	Suitable for				Applicable for Volunteering
	Individuals	Corporate Teams	Schools	Other Groups	
1. Befrienders	✓	✓	IHL Only	✓	✓
2. Activity Organisation / Facilitation	✓	✓	✓	✓	✓
3. Tutor	✓	✓	JC onward	✓	✓
4. Ration or Meal Delivery	✓	✓	✓	✓	✓
5. Medical Escort	✓	✓		✓	✓

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# Befrienders

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for

- ✓ Elderly
- ✓ Children & Youth
- ✓ Family
- ✓ The Differently-abled

## ABOUT THE PROGRAMME

Befriending helps to keep clients in the community meaningfully engaged through social interactions with volunteers. Engaging volunteers as befrienders is also a way to help social service agencies keep a keen eye on their clients.

### Service-users

- Disadvantaged families requiring emotional and social support.
- Clients with disabilities who have little opportunities for social interactions.
- Caregivers at risk of burn out.

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## ABOUT THE OPPORTUNITY

Volunteers will keep in touch with service-users via telephone or house visits to check-in with them, often with a standard set of queries. Befriending helps service-users and volunteers form new relationships within the community, as well as provide them an avenue to raise any concerns and red flags.

### Suitable For

Open to All: Individuals / Family-friendly / Groups / Seniors / Youths

### Requirements

- At least 21 years old
- Positive, patient and willing to lend a listening ear
- Ability to converse in Mandarin, Malay or dialects is a plus

### Schedule

Programmes vary from weekly to monthly touchpoints, depending on the SSA's programme objectives or service-user's needs. E.g., Active Ageing Centres: 2 phone calls and 2 house visits per month

### Support Given

- Training on basic befriending skills
- Orientation by the SSA, including necessary reports, if any
- Staff support by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not share any details/photos to any third parties, social media or public without any consent.
2. **Boundaries** – While we encourage open communication between the service-user and volunteer, please be mindful not to impose your views on the service-user. Do not play the role of counsellor or nurse. Any alarming issues should be shared with the SSA's staff immediately.
3. **Practise Self-care** – If you have been put in an uncomfortable position or have any concerns, do speak to your coordinator so that you can be better supported.

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# Activity Organiser & Facilitator

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for

- ✓ Elderly
- ✓ Children & Youth
- ✓ Family
- ✓ The Differently-abled

## ABOUT THE PROGRAMME

SSAs hold programmes for their clients to meaningfully and creatively engage them. These activities serve various purposes, e.g. it helps to maintain dexterity in seniors or it serves as enrichment programmes for children.

### Service-users

- Elderly, mainly living alone or in rental blocks in Bedok
- Families, mainly with young children living in rental blocks in Bedok
- Children & Youth, mainly living in rental blocks in Bedok
- Differently-abled clients living in Bedok

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## ABOUT THE OPPORTUNITY

Create and facilitate engagements with SSA's clients that promotes meaningful social interaction, physical or cognitive stimulation. Activities can include sharing your skills and talents with the community, teach children character building lessons, or helping the elderly become more tech-savvy. The sky is the limit!

### Suitable For

Open to All: Individuals / Family-friendly / Groups / Seniors / Youths

### Requirements

- At least 17 years old, children below that age should be accompanied by an adult, parent or teacher
- Ability to converse in Mandarin, Malay or dialects is a plus
- Having a skill or talent to share is a plus

### Schedule

To be discussed and organised with the Social Service Agency (SSA)

### Support Given

- Training of the existing programme, if required
- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.
2. **Boundaries** – Be mindful to set healthy boundaries for involvement. We would encourage you not to share any personal information or contact no. with the service-users that you meet through the programme. Any alarming issues should be shared with the SSA's staff immediately.

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# Tutors / Readers

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for

✓ Children & Youth

## ABOUT THE PROGRAMME

Pro-bono academic programmes are run for children from disadvantaged families who need the extra help with literacy, homework and studies.

### Service-users

- Children & youth from disadvantaged families

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## ABOUT THE OPPORTUNITY

Support students academically with a pre-designed curriculum or homework sessions. You may be required to prepare lessons, mark assignments and track students' progress, depending on the SSA's programmes.

### Suitable For

Individuals / Groups / Seniors / Youths

### Requirements

- At least 17 years old
- Teaching background is a plus
- Familiarity with local syllabus
- Mature, independent, reliable and able to lead and work with children, individually or in a small group setting
- Proficiency in the subjects of English, Math or Science

### Schedule

Typically runs weekly, to be advised by the Social Service Agency (SSA). Min of 3 to 6 months commitment preferred.

### Support Given

- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.
2. **Boundaries** – Be mindful to set healthy boundaries for involvement. We would encourage you not to share any personal information or contact no. with the service-users that you meet through the programme. Any alarming issues should be shared with the SSA's staff immediately.

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# Ration or Meal Delivery

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for

- ✓ Elderly
- ✓ Families
- ✓ The Differently-abled

## ABOUT THE PROGRAMME

Seniors who have limited mobility require meals to be delivered to them on a daily basis. On a monthly basis, SSAs may have ration distributions to residents from low-income.

### Service-users

- Seniors with low mobility
- Low-income families
- The food-insecure in Bedok

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## ABOUT THE OPPORTUNITY

Assist Social Service Agencies with the packing, transportation and distribution of food and/or rations from a central location to the service users' door. Some befriending included, as some SSAs use the deliveries as a touch-point with their service users to make sure they are well and safe.

### Suitable For

Individuals / Groups / Family-friendly / Youths

### Requirements

- At least 18 years old, children below that age should be accompanied by an adult, parent or teacher
- Physically fit and able to pack and carry fairly heavy items
- Own transport vehicle is a plus

### Schedule

Ration distributions vary with each SSA from once a month to an ad-hoc basis. For groups who want to do distributions with their own budget, we can curate such an activity for their organisation. Meal deliveries range from daily to twice daily

### Support Given

- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Comfort** – dress comfortably and modestly as you will be required to do physical activity.
2. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.
3. **Boundaries** – Be mindful to set healthy boundaries for involvement. We would encourage you not to share any personal information or contact no. with the service-users that you meet through the programme. Any alarming issues should be shared with the SSA's staff immediately.

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# Medical Escort

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for  
✓ Elderly

## ABOUT THE PROGRAMME

Seniors have medical appointments to go for, however, they might be unfit to travel on their own. Caregivers may be working and are unable to accompany seniors to their appointments. As such, these seniors need medical escorts with getting to and back from their medical appointments to ensure they are safe along the way.

### Service-users

- Seniors with low mobility
- Low-income families
- The food-insecure in Bedok

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## ABOUT THE OPPORTUNITY

Assist Social Service Agencies with the packing, transportation and distribution of food and/or rations from a central location to the service users' door. Some befriending included, as some SSAs use the deliveries as a touch-point with their service users to make sure they are well and safe.

### Suitable For

Individuals / Groups / Family-friendly / Youths

### Requirements

- At least 18 years old
- To liaise with staff of the SSA about the pick-up and drop-off of senior
- To ensure that all administration following the appointment is completed
- To help with communication between doctors and service users where necessary
- Own transport vehicle is a plus

### Schedule

As and when the senior has a medical appointment.

### Support Given

- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.
2. **Boundaries** – Be mindful to set healthy boundaries for involvement. We would encourage you not to share any personal information or contact no. with the service-users that you meet through the programme. Any alarming issues should be shared with the SSA's staff immediately.

# Skills-Based Volunteering

Share your specialised skills and talents to strengthen the services of Social Service Agencies, helping them build and sustain their capacity to successfully achieve their missions.

Volunteer Opportunity	Suitable for				Applicable for Volunteering
	Individuals	Corporate Teams	Schools	Other Groups	
1. Graphic Designer	✓	✓	✓	✓	✓
2. Social Media & Digital Marketing	✓	✓	✓	✓	✓



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# Graphic Designer

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for

- ✓ Elderly
- ✓ Children & Youth
- ✓ Family
- ✓ The Differently-abled

## ABOUT THE PROGRAMME

Centres are looking at coming up with marketing collaterals to promote their centre & its activities. However, many of them are working the ground and have no time to create these collaterals.

### Service-users

Potential and existing donor and volunteer partners, such as schools, corporates, social groups and individuals.

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## ABOUT THE OPPORTUNITY

Assist Social Service Agencies in the design of marketing collaterals such as banners and email flyers.

### Suitable For

Open to all: Individuals / Groups / Family-friendly / Youths / Seniors

### Requirements

- At least 18 years old
- Proficiency of social media tools preferred
- Proficiency of graphic design software required

### Schedule

Volunteers will be engaged on project-basis

### Support Given

- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.

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# Social Media & Digital Marketing

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for

- ✓ Elderly
- ✓ Children & Youth
- ✓ Family
- ✓ The Differently-abled

## ABOUT THE PROGRAMME

Social Service Agencies have transitioned to online media to connect with donors, volunteers and the public. However, most SSAs don't have the expertise to bring it further.

### Service-users

Potential and existing donor and volunteer partners, such as schools, corporates, social groups and individuals.

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## ABOUT THE OPPORTUNITY

Assist Social Service Agencies in strategising and implementing online campaigns, such as fundraising, donation and volunteer drives.

### Suitable For

Open to all: Individuals / Groups / Family-friendly / Youths / Seniors

### Requirements

- At least 18 years old
- Proficiency of social media tools required
- Proficiency of graphic design software preferred
- Proficiency in English required
- Proficiency in Mother Tongue is a plus
- Copy-writing skills is a plus

### Schedule

Volunteers will be engaged on project-basis

### Support Given

- Orientation by the SSA
- Staff support to be advised by the SSA

### Areas to Note

1. **Confidentiality** – Do safeguard the privacy and confidentiality of the service-users who you meet through the programme. Do not copy or share any details/photos to any third parties, social media or public without any consent.

# Want to Volunteer with us?

If you are able to contribute to any of the opportunities or have other ideas in mind, please contact our team to discuss more!

**TO SIGN UP OR FOR MORE INFO, CONTACT:**

## **Ruth**

Community Engagement Senior Executive

**Email** [ruth@filos.sg](mailto:ruth@filos.sg)

**Contact no.** 8920 9045

## **Emmanuel**

Community Engagement Executive

**Email** [emmanuel@filos.sg](mailto:emmanuel@filos.sg)

**Contact no.** 9147 9843