



DISABILITY ADVOCACY AND SERVICES KENYA

Empowering for Sustainability

Machakos Town, Kenya | www.dask-kenya.org

CALL FOR VOLUNTEERS · 2026

WE ARE RECRUITING VOLUNTEERS

Four volunteer positions · Machakos Town, Kenya · Applications reviewed on a rolling basis

Disability Advocacy and Services Kenya (DASK) is a disability-led organisation working to advance the rights, dignity and economic inclusion of persons with disabilities. We are seeking committed, skilled volunteers to strengthen our mission of disability advocacy and inclusive livelihoods across Kenya.

AVAILABLE VOLUNTEER POSITIONS

4 positions

Volunteer Administrator

REF: DASK/VOL/01

- Coordinate recruitment, onboarding and scheduling of volunteers
- Maintain accurate volunteer records, contracts and attendance
- Serve as the first point of contact for volunteer enquiries
- Support induction, supervision and recognition of volunteers

Network Coordinator

REF: DASK/VOL/02

- Liaise with member groups, branches and partner organisations
- Strengthen collaboration across DASK's network and stakeholders
- Support planning and follow-up of joint activities and meetings
- Maintain an up-to-date register of members and partners

Website & Media Lead

REF: DASK/VOL/03

- Update and maintain the DASK website and social media pages
- Create accessible content that raises visibility of DASK's programmes
- Support documentation (photos, stories, reports) of activities
- Track online reach and report on communications performance

Finance Assistant

REF: DASK/VOL/04

- Support day-to-day bookkeeping and expense tracking
- Assist in preparing basic financial records and reports
- Maintain proper filing of receipts and financial documents
- Assist with procurement records and petty cash reconciliation

WHY VOLUNTEER WITH DASK?

● Real sector experience

Gain hands-on experience in the disability and development sector.

● A mission-driven team

Be part of an inclusive, disability-led team with a clear social purpose.

● Skills and networks

Build skills, professional networks and references for your career.

HOW TO APPLY

Complete the DASK Volunteer Application Form and send it together with your CV and a short cover letter to:

hr@dask-kenya.org and copy **daskorg9@gmail.com**

Quote the position reference in your email subject line, e.g. "Application – DASK/VOL/03 Website & Media Lead". Applications are reviewed on a rolling basis. Persons with disabilities are strongly encouraged to apply.



DISABILITY ADVOCACY AND SERVICES KENYA

Empowering for Sustainability

Volunteer Recruitment – Position Information and Terms

Volunteer Information Pack

ABOUT DASK

Disability Advocacy and Services Kenya (DASK) is a disability-led non-profit organisation based in Machakos Town, Kenya. DASK works with persons with disabilities, their families, self-help groups and partner institutions to promote disability rights, inclusive livelihoods and sustainable community development. Our volunteers are central to this work — they strengthen our systems, extend our reach and help ensure that services are delivered with dignity and accountability.

WHO WE ARE LOOKING FOR

- **Commitment to disability inclusion.** A demonstrated interest in disability rights, community development or social justice.
- **Relevant skills or training.** Qualifications, training or practical experience relevant to the position applied for.
- **Integrity and reliability.** Ability to handle organisational information responsibly and to honour agreed commitments.
- **Teamwork and communication.** Ability to work respectfully with persons with disabilities, colleagues, members and partners.
- **Basic digital literacy.** Comfort with email, documents and, for relevant roles, social media or accounting tools.

WHAT DASK OFFERS

- A formal volunteer placement letter and a certificate of service on successful completion.
- Structured induction, supervision and mentorship from the programme team.
- Practical exposure to programme design, advocacy, resource mobilisation and reporting.
- A written reference for further study or employment on request.
- An accessible, inclusive working environment with reasonable accommodation provided.

TERMS OF THE PLACEMENT

- These are **voluntary, unpaid positions**. They do not constitute an offer of employment or a promise of future employment with DASK.
- Working days, hours and duration of the placement are agreed in writing with the supervising officer before the placement begins.
- Volunteers are required to sign the DASK Volunteer Agreement, Code of Conduct and Confidentiality Undertaking.
- Any facilitation of approved duty-related costs is determined by DASK policy and available funding, and is communicated in advance.
- Placements may be based at the DASK office in Machakos Town, in the field, or remotely, depending on the position.

APPLICATION PROCEDURE

1	2	3	4
Complete the form Fill in the DASK Volunteer Application Form, indicating the position and reference number.	Attach your documents Attach your CV, a short cover letter and relevant certificates.	Submit by email Email everything to hr@dask-kenya.org , copied to daskorg9@gmail.com .	Shortlisting Shortlisted applicants are contacted for a brief interview and placement discussion.

Inclusion and equal opportunity

DASK is an equal opportunity organisation. Persons with disabilities, women and young people are strongly encouraged to apply. Applicants who require this advert or the application form in an alternative format, or who need reasonable accommodation at any stage of the recruitment process, should contact hr@dask-kenya.org.