



# Volunteer Vacancy: Admissions Volunteer

Opening Date: 01/12/2025

**Please note that this vacancy is also open for internship placements.**

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- **Location:** Athens
- **Status:** Full-time/Part-time position
- **Starting Date:** 01/04/2026
- **Duration:** Minimum 6 weeks

## About Better Days

Better Days was founded in early 2016 to provide effective, humane and non-bureaucratic assistance to hundreds of thousands of people arriving on the Greek island of Lesbos to seek asylum in Europe. Since 2017, we have worked to protect and advocate for the rights and interests of displaced children and youth through integrating personalised education with basic, legal, and medical interventions in crisis settings.

We design and implement protection and education programs aiming to offer each individual the assistance and opportunities they need to thrive. By connecting with local initiatives and institutional efforts, we foster inclusive responses in complex and volatile environments.

Better Days is a registered AMKE (non-profit) organisation in Greece.

Better Days is driven by the conviction that every child should be given a fair chance to lead a dignified life, realise their potential and fight for their dreams. We stand up for this with courage, compassion, and tireless commitment.

## About Gekko

Gekko in Athens is a non-formal education centre offering personalized education for children and young people (ages 15-24) affected by displacement.

Gekko's context-aware services are designed to address the specific needs of displaced learners and dismantle barriers that impede learning. Supported by strong referral pathways with like-minded organizations, Gekko acts as an essential bridge service to meet student

needs beyond the classroom and promote integration into the Athens community.

Gekko not only follows best practices in the field of displacement and education, but serves as a lab for their further development. Over 800 children and young people have benefited from Gekko's services in our first year of operations.

## Volunteering with Better Days

Better Days is a small and dynamic organisation looking to recruit people who are passionate about humanitarian work, understand its risks and complexities, and are interested in investing in their role long-term. We are a quality-driven organisation determined to provide grassroots, holistic and effective solutions to support the integration and de-victimization of displaced communities in Europe, focusing on refugee education and empowerment of youth. Our colleagues come from all over the world, and our official business language is English. The ideal candidate will be inducted and trained to be able to perform in their roles. Comprehensive materials related to the responsibilities at Gekko will be provided, ensuring the volunteer is well-equipped. Additionally, continuous supervision and support will be offered throughout their engagement with Better Days.

## Role Description

Volunteering for a local non-profit/humanitarian organisation requires versatility and excellent organisational and time-management skills. Desired qualities include a strong passion for education, human rights, and inclusive teaching; a positive, can-do attitude; excellent teamwork skills; a performance-driven mindset; and a respectful, creative, and kind approach to working with others.

An efficient Admissions Department is essential for the smooth operation of Gekko. The Admissions Team handles welcoming new students, processing course applications, and managing communications with students. The ideal candidate will be highly organized, adaptable, flexible, and proficient in Google Workspace, with excellent communication skills.

## Main Responsibilities

- Application support and info sessions for prospective students
- Conducting daily clerical tasks at the Admissions Desk: answering the front door and main phone line, welcoming students and visitors, logging student communications in the Student Log, and monitoring of Admissions hotline.
- Student communications, including scheduling of appointments and communication of class schedules, workshops, etc.
- Induction/orientation of students
- Translation/interpretation, where/if applicable
- Support with student outreach activities
- Support with other tasks as assigned

## Basic Requirements

- Being 18 years or older.
- Eligibility to legally reside in Greece. (Please note that while we are able to provide an invitation letter for your visa application, we are unable to offer any additional support beyond that.)
- Having a clean criminal record.
- Being fluent in the English language, the organisation's official working language.
- Candidates with experience working or volunteering with children, youth, and people affected by displacement will be prioritised.
- Multilingual candidates with fluency in French, Farsi, Arabic, and Urdu are prioritised.
- Confident users of G-Suite. Experience with databases is considered an asset.
- Financially independent and self-sufficient.
- Ability to issue their own international travel and medical insurance.

## How to Apply to Volunteer with Better Days

Thank you for your interest in joining the Better Days. We are always eager to welcome more dedicated and passionate individuals to the team. We were built by the power of collective action, and our volunteers have been instrumental in making Better Days what we are today. By volunteering with us, your energy, time, and passion will make a meaningful difference in the lives of the people we work with.

BD has a thorough volunteer vetting process, and our average processing time is 30-days depending on our workload. Please note that due to the high number of applications we receive, we have the capacity to respond only to applicants who meet our basic requirements. Volunteer vacancies are closed as soon as the positions are filled.

Please apply via the [Application Form](#) on our website. Candidates who attach their CVs in any language other than English will not be considered.

**Application closing date: Until all the volunteer positions are filled.**

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*Better Days retains applicants' information and submitted documentation for 6 months. After this period, all data is deleted. For further information on how we handle personal data, please refer to Better Days Privacy Policy, available at our website, or contact [compliance@betterdays.ngo](mailto:compliance@betterdays.ngo) for further inquiries or requests.*