

Field Director – Panama

Location: Panama City, Panama

Reports to:	Program Manager, U.S. Office
Scope of Responsibility:	<p>The WorldTeach Panama Field Director position is a full-time in-country position responsible for the day-to-day management of the WorldTeach program in Panama as well as the ongoing support and oversight of its volunteer participants, and the coordination with the hosting schools and the Ministry of Education.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in Panama in close consultation with the Program Manager.</p> <p>Field Directors are responsible for adhering to all WorldTeach policies, standards and procedures as outlined in the most current personnel and field staff manuals, mindful that our highest priority is the safety and well-being of WorldTeach volunteers during the course of their service.</p>

Specific Duties Include:

Program Management:

- Administer and coordinate the WorldTeach program in Panama by working with the Ministry of Education and with school directors.
- Adhere to and maintain the Memorandum of Understandings between WorldTeach and our in-country partners.
- Liaise with government officials and appointed lawyer to continue work of current Field Director in establishing WorldTeach as an organization in-country, and subsequently in-country bank account
- Continue establishing procedures and ascertaining documentation necessary to ensure that volunteers have appropriate visas for their service commitment
- Liaise with government officials in relevant departments on annual budget, work plan, site placements, payments, program reports, including financial and other aspects of the contract arrangements.
- Work with the Ministry of Education to implement national educational objectives and program goals.
- Investigate the possibility of opening a WorldTeach Panama Summer Program
- Assist with communications between US office and host/partner institutions.
- Maintain a WorldTeach office in Panama City, with necessary supplies, phones, internet connections, etc.

Volunteer Placements:

- Arrange teaching placements for volunteers in collaboration with the Ministry of Education and with school directors.

- Set-up host family accommodation for volunteers, with the help of school officials, or establish other housing as necessary.
- Visit new teaching sites to assess school and volunteer accommodations for appropriateness.
- Continue assessments of existing sites by visiting the schools, speaking with the school director, and others at the school.

Support for Volunteers:

- Obtain work permits, visas and/or other documents for volunteers as needed. Maintain and adhere to contract with government immigration department.
- Visit volunteers at their sites and observe them in the classroom at least once during their service.
- Provide support and encouragement to volunteers during the duration of the program, such as assisting with cultural adjustment, health issues, placement issues, communication, and other support issues, and, when warranted, intervention.
- Respond to problems that may arise, taking appropriate action, giving support to volunteers, and insuring appropriate communication with the U.S. office, parents, the Ministry, etc. regarding the problems.
- Respond with the highest level of concern to any emergencies the volunteers may have; notify U.S. Duty Officer and emergency assistance provider (insurance provider) in crisis situations, as well as others as appropriate.

Administration of Orientation and other Training:

- Plan and implement orientation (3-4 weeks), mid-service conference (1-3 days) and end-of-service conference (1-3 days) sessions for volunteers, to include training in TEFL teaching methods and teaching practice, Spanish language and culture, Panamanian educational goals and history, general country history, geography and local information on logistics, health and safety, etc.
- Hire and supervise project-oriented temporary staff, e.g. past volunteers as Orientation staff, language and culture teachers, as budget allows.
- Plan and direct the logistics of trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, guest speakers, etc.

Finances:

- Provide input into and manage the budget of the Panama programs. Ensure expenditures are kept within budget throughout the year.
- Submit a monthly finance report to the Finance Director. This report is to be submitted no later than the end of the following month, but preferably by the 15th of the next month. Initial reports will be made by email attachment, receipts and bank account statements by regular mail.
- Establish and maintain a bank account; coordinate all money transfers between WorldTeach Panama and the US office, and any other entities, including managing all petty cash.
- Send financial reports to SENACYT within 30 days after WorldTeach receives payment. This semi-annual report will detail program spending and any unutilized funding.
- Monitor stipend payments to the volunteers.

Administrative Reports to the U.S. Office:

- Provide weekly reports to Program Manager in the U.S. office, including an update on the status of each volunteer.
- Administer program evaluations to volunteers and to host school principals.

- Provide reports as requested by the Ministry of Education of Panama and SENACYT.
- Assist in revising literature designed for future program applicants and participants, including “Welcome to Panama”, and “Living and Teaching in Panama” and the website sections on the Panama year-long and semester programs. Ensure that these tasks are completed on time.
- Gather from volunteers quotes, stories, writings, photos, etc. that can be used in the above-listed literature and publicity used by WorldTeach.
- Collect footage and create videos to be used to promote WorldTeach, the Panama program and help set accepted and confirmed volunteer expectations before arrival.
- Write up site visit reports following site visits (and send copies to the U.S. office)
- Work with the Program Manager to make recommendations for improvements in program and procedures.
- Update country-specific sections of the Field Director manual and annually provide input to the Field Staff Portal site, as needed.
- Analyze annual School Director surveys and summarize for presentation to WorldTeach Board of Directors

Miscellaneous:

- Execute the month-long in-country training of incoming Field Director upon completion of your term of service.

Terms:

This position is from the beginning of April 2012 through January 2013. The contract may be renewed following this first term.

The Field Director salary will begin at US \$1000 a month. The Field Director will be provided housing as well as office space. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The FD will receive 15 days of paid leave per year in addition to 11 paid holidays (local and/or American). WorldTeach will cover the cost of an economy class, round-trip air ticket from the US to Panama City for each full year of service. In-country travel for program purposes will be covered by WorldTeach. The FD will receive training in-country with the outgoing FD and may receive US-based training with the Program Manager, depending on availability.

Preferred Qualifications:

- Bachelors Degree required.
- Working knowledge of Spanish at the intermediate to advanced level required.
- Familiarity with international and/or teacher volunteer programs, for example, WorldTeach, Peace Corps, or Teach for America; previous completion of a WorldTeach program a big plus.
- Commitment to WorldTeach mission and values.
- Willingness to be on-call 24/7 for volunteer emergencies.
- Comfort working with high level Ministry of Education personnel.
- Good humor in taking public transportation, traveling to volunteer sites for regular site visits and whenever needed; generally running the program on a restricted budget.
- Teaching experience, preferably in TESL abroad, strongly preferred.
- Extended international living and/or working experience, preferably in Central America, and especially Panama, for at least one year
- Commitment to international education and volunteer support.
- Leadership skills and experience working with or training large groups of people.
- Excellent judgment and ability to function effectively in crisis situations.
- Organizational skills and ability to multi-task.

- Comfort working in cross-cultural environments and working independently.
- Basic computer literacy (familiarity with Word and Excel required; experience with Google Apps and databases preferred but not required).
- Project management/coordination and training experience.
- Flexibility and a sense of humor.

How to Apply:

Please submit a cover letter and resume to Becky Davis (WorldTeach Program Manager) at jobs@worldteach.org by **Monday, February 13, 2012**, and include the words “Panama FD Application” in the subject line. Applications will be reviewed in the order in which they are received, and the position may fill before the deadline.

For more information about WorldTeach see www.worldteach.org.

WorldTeach is an equal opportunity employer.