

Summer Program Coordinator – Poland

Reports to:	Program Manager, US office
Scope of Responsibility:	<p>The Summer Program Coordinator is a full-time, short-term, seasonal position responsible for the day-to-day management of the WorldTeach summer program in Poland, including the preparation and implementation of Orientation, the support of its volunteer participants and coordinating with host institutions and host families.</p> <p>The Summer Program Coordinator is 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>

Main Responsibilities

- Coordinate all aspects of the Poland Summer Program that pertain directly to the volunteer teachers.
- Serve as the initial contact person for volunteers and host institutions and host families including translation when necessary during the summer program.
- Manage the WorldTeach portion of the summer program expenses in accordance with program budget.
- Serve as a support for volunteers in their transition into their Polish communities.

Specific Duties

Administration

- Solicit and confirm teaching placements and living arrangements for volunteers. Visit teaching sites, liaise with host organizations, and affirm host families or other suitable volunteer housing.
- Work with host institutions to define volunteer teaching responsibilities and schedules, and to secure suitable classroom space.
- Obtain invitation letters, work permits, and/or other documents for volunteers as needed.
- Generate publicity for the program, including contact with local newspapers, radio, television.

Volunteer Placements

- Handle routine administrative tasks associated with volunteer support, such as communications with host schools and families as needed.

- Keep of record of schools and host family placements, evaluating the quality of the placements and your recommendations for future placements. Submit to Program Manager.
- Assess host organization's interest in having a summer volunteer teacher the following year. Identify possible new summer placements.

Administration of Orientation, Mid-Service & End-of-Service Conferences

- Prepare and lead one week Orientation training for volunteers upon arrival. Reference the previous year's program report.
 - Plan and direct the logistics of orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, etc.
 - Content is to include training in TEFL teaching methods and teaching practice, Polish language and culture, health and safety, general country and local information.
- Arrange and lead volunteer mid-service training (2 days) and end of service (1 -2 days) conferences, staying within the allocated budget.
- Coordinate any regional gatherings or conferences.

Support for Volunteers

- Visit volunteers at their teaching sites at least once during the summer. In making site visits, prioritize those volunteers experiencing difficulties. Observe teaching, provide feedback, and discuss progress with volunteer and school director.
- Assist volunteers in working through routine problems associated with cultural adjustment or professional challenges.
- Keep regular contact with all volunteers, by email, phone, or visits. Report status of volunteers to the Program Manager.
- Respond to emergencies and notify the Program Manager. Contact the WorldTeach US office and other assistance services as necessary. Maintain regular contact with US office until crisis is resolved.

Finances

- Manage summer program expenses in accordance with program budget.
- Record expenses, keep receipts for all expenditures, and submit monthly expense reports, accompanied by receipts, to Finance Director and Executive Director at the beginning of the following month.

Program Reports

- Administer volunteer evaluations during Orientation and End-of-Service. Submit evaluations to the Program Manager.
- Administer program evaluations to host institutions towards the end of the summer program. Forms may be given to volunteers to take to their school directors during Mid-Service Conference.
- Write a summer program report and submit to the US office.
- Make recommendations for improvements in program and procedures.

Updating of Summer Program Materials

- Edit and update the various WorldTeach program materials on Poland for use by future WorldTeach summer volunteers in Poland.

Terms of Employment

The Program Coordinator will receive US\$1000 per month in salary for June, July, and August, and will be paid on an hourly basis up to and not exceeding a total of US\$800 for preparatory work beginning as early as March 2012.

WorldTeach will cover accommodation with a host family or will provide a stipend for housing, not to exceed US\$300 per month. Emergency health insurance (through the WorldTeach group insurance policy) will be provided for the official term of the position, which is from the beginning of June through the end of August. WorldTeach will provide all in-country transportation costs, and if the Program Coordinator is based in the US, WorldTeach will cover one round-trip economy-class flight from the US to Poland. The job will involve extensive travel around Poland.

The volunteers will be in-country from mid June through mid August. Exact start and end dates are negotiable. The Summer Program Coordinator will report regularly to the Program Manager, who will be based in the US office and will provide training, supervision, and support services.

Preferred Qualifications:

- Bachelors Degree required.
- Fluency in Polish required.
- Familiarity with international and/or teacher volunteer programs, for example, WorldTeach, Peace Corps, or Teach for America.
- Commitment to WorldTeach mission and values.
- Willingness to be on-call 24/7 for volunteer emergencies.
- Good humor in taking public transportation, running the program on a restricted budget.
- Commitment to international education and volunteer support.
- Leadership skills and experience working with or training large groups of people.
- 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 20, 2012**, and include the words “Poland Summer Coordinator 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.