

## Field Director – American Samoa

**Location: Tutuila, American Samoa**

<b>Reports to:</b>	Program Manager in US office (Cambridge, Mass.)
<b>Scope of Responsibility:</b>	<p>The Field Director position is a full-time one-year+ commitment with responsibilities for the day-to-day management of the WorldTeach program in American Samoa, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the hosting schools and American Samoa Department of Education.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in American Samoa 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:**

***Administration in American Samoa:***

- Administer and coordinate the WorldTeach program in American Samoa by working with American Samoa government officials and departments, in particular with the Department of Education (DoE) as well as with the Program Manager of WorldTeach at the US office in Cambridge, Massachusetts.
- Work with the DoE to implement national educational objectives and specific program goals.
- Assist with communications between US office and host/partner institutions.
- Maintain the WorldTeach office in American Samoa; obtain necessary supplies, phones, internet connections, etc.
- Represent WorldTeach in any negotiations with government officials on behalf of WorldTeach and/or the volunteers.
- Write thorough annual reports, including financial reports and the results of surveys of schools using WorldTeach volunteers, for the Department of Education and copy the US office.

***Volunteer Placements:***

- Under the direction of the DoE arrange teaching placements for volunteers in the various selected schools, work with local school principals, traditional and government leaders, the DoE, and other school and community officials and leaders.
- With the help of school and community officials, arrange housing for the volunteers with host families or teacher housing on or near the school campuses.
- As feasible, visit new teaching sites to assess school and volunteer accommodations for appropriateness.
- Ensure that each WorldTeach volunteer signs a contract with their host school regarding the terms of his/her teaching assignment and responsibilities.

### ***Support for Volunteers:***

- Visit volunteers at their sites and observe them in the classroom at least once during their service. For volunteers on the outer islands, work with the Program Manager and the volunteers themselves to determine which volunteers should be visited. Provide evaluations to the volunteers of the site visits.
- 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.
- Contact each volunteer weekly.
- Establish full-time emergency phone access for volunteers to the field director.
- Respond to emergencies and notify U.S. Duty Officer and emergency assistance provider in crisis situations.
- Write recommendations for volunteers following their service.

### ***Administration of Orientation Training:***

- Plan and implement arrival (three-four week), mid-year (1-2 days) and end-of-service (1 day) orientation sessions for volunteers, to include training in TEFL teaching methods and teaching practice, American Samoa language and culture, health and safety, general country and local information.
- Plan and direct the logistics of orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, etc.
- Hire and supervise project-oriented temporary staff, if need be (e.g. WorldTeach volunteers staying to help with orientation, language and culture teachers, especially for orientation, as budget allows).

### ***Finances:***

- Oversee the receipt of payments to WorldTeach from the American Samoa government.
- Oversee the stipend payments to the volunteers and the host families.
- Maintain a bank account and coordinate all money transfers between the American Samoa government and WorldTeach American Samoa and the US office, as directed by the US office.
- Provide input into the budget of your program, submitting first iteration of budget (by January 30). Insure that the program stays on budget.
- Submit monthly expense and income reports to the U.S. office in a timely manner, in general by the 15<sup>th</sup> of the following month. Initial reports will be made by email attachment, receipts and bank account statements by regular mail.

### ***Administrative Reports to the U.S. Office:***

- Provide weekly reports to Program Manager in the U.S. office, including a summary of contacts with each volunteer.
- Assist in revising literature designed for future program applicants and participants, including:
  - The website sections on American Samoa
  - Orientation “Cookbook”
  - “Welcome to American Samoa”
  - “Living and Teaching in American Samoa”
- Gather from volunteers quotes, stories, writings, photos, etc. that can be used in the above-listed literature and publicity used by WorldTeach.
- Work with Program Manager to make recommendations for improvements in programs and procedures.

**Miscellaneous:**

- Assist the DoE with special projects as time allows after fulfilling responsibilities to the WorldTeach volunteer program.
- Assist with the month-long in-country training of incoming Field Director upon completion of your term of service.

**Preferred Qualifications:**

<ul style="list-style-type: none"><li>• Familiarity and success with international volunteer programs, esp. WorldTeach and Peace Corps, given strongest preference</li><li>• Bachelors Degree required</li><li>• Comfortable working in cross-cultural environments</li><li>• International work/travel experiences</li><li>• Knowledge of American Samoa preferred</li><li>• Teaching experience, preferably in ESL, and preferably in American Samoa</li><li>• Project management/coordination experience, including financial management, interfacing with government/education leadership</li></ul>	<ul style="list-style-type: none"><li>• Group facilitation or training experience</li><li>• Ability to work independently and manage multiple tasks</li><li>• Basic computer literacy (Word, Excel, e-mail; Google docs preferred but not required)</li><li>• Commitment to excellent volunteer service &amp; support</li><li>• Flexibility and a sense of humor</li><li>• Excellent judgment and ability to function effectively in crisis situations</li><li>• Commitment to WorldTeach mission and values</li></ul>
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**Terms:**

The Field Director salary starts at US \$1000 a month, and an additional housing allowance will be provided. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The Field Director will receive 15 days of paid leave per year in addition to 11 paid holidays (local and/or American). WorldTeach will cover a one-way air ticket from a gateway city in the US to American Samoa and a one-way return air ticket from American Samoa to the US upon successful completion of contract. In-country travel for program purposes will be covered by WorldTeach. The incoming Field Director will receive training from the current Field Director.

The minimum duration of this position will be from beginning to mid June 2012 through July 2013, with possibility for extension pending review. All WorldTeach positions are subject to a three-month probationary period, concluded with a performance review.

**To Apply:**

Please submit a cover letter and resume to [jobs@worldteach.org](mailto:jobs@worldteach.org) by Monday, March 5, 2012 and include the words “American Samoa FD” in the subject line. Applications will be reviewed in the order in which they are received, and the position may fill before the deadline.

*WorldTeach is an equal opportunity employer.*