

## Field Director – Bangladesh

Location: **Chittagong, Bangladesh**

<b>Reports to:</b>	Program Manager in US office (Cambridge, Mass.)
<b>Scope of Responsibility:</b>	<p>The Field Director position is an in-country position that is partly administrative and partly teaching (about half time in each role.)</p> <p>For the administration role, the Field Director is responsible for the day-to-day management of the WorldTeach program in Bangladesh, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the Asian University for Women.</p> <p>For the teaching role, the Field Director will assume approximately half-time responsibilities as a WorldTeach Bangladesh volunteer; this could be as a Teaching Assistant, working at the Writing Center and/or teaching at the Access Academy.</p> <p>All WorldTeach Field Directors are responsible for adhering to 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 Bangladesh:***

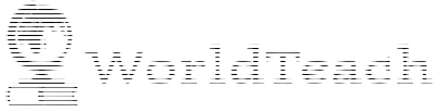
- Administer and coordinate the WorldTeach program in Bangladesh by working with the appropriate Asian University for Women (AUW) personnel as well as with the Program Manager of WorldTeach at the US office in Cambridge, Massachusetts.
- Work with AUW to implement their educational objectives and program goals.
- Assist with communications between US office and AUW

#### ***Volunteer Assignments:***

- Under the direction of AUW, help arrange academic and housing assignments for volunteers.

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

- 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, AUW etc. regarding the problems.
- Work with the representative of the AUW to obtain the necessary documents for the volunteers to teach in Bangladesh, when necessary.
- Respond with the highest level of concern to any emergencies the volunteers may have; notify U.S. Duty Officer and emergency assistance provider in crisis situations, as well as others as appropriate.
- Contact each volunteer weekly to assess success of her placement and experience.
- Write recommendations for volunteers following their service.

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

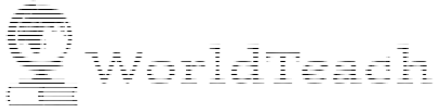
- Plan and implement arrival (3 weeks - one month), mid-year (2-3 days) and end-of-service (1-3 days) orientation sessions for volunteers, to include training in TEFL teaching methods and teaching practice, language and culture, health and safety, general country history, geography and local information on logistics, health and safety, etc.
- Plan and direct the logistics of orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, guest speakers, etc.
- Plan and direct bi-monthly volunteer reflection meetings to encourage reflexivity and awareness of their service and assist in areas of professional development as needed.
- Assist with the in-country training of incoming Field Director upon completion of your term of service.

#### ***Finances:***

- Work with the AUW to coordinate the stipend payments to WorldTeach volunteers.
- Maintain a bank account or otherwise arrange for the management of money. Coordinate all money transfers between AUW and WorldTeach and between WorldTeach Bangladesh and the US office, as needed.
- Provide input into and manage the budget of your program.
- Keep careful records of **all** expenditures and income, including receipts for transactions.
- Submit monthly expense reports to the U.S. office in a timely manner, in general by the 15<sup>th</sup> of the following month.

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

- Provide weekly reports to Program Manager in the U.S. office according to the WorldTeach reporting forms.
- Submit a various reports to document the administration of the program, including in-service conference reports and partner feedback reports.
- Assist in revising literature designed for future program applicants and participants, including



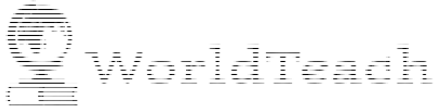
- “Welcome to Bangladesh”,
- “Living and Teaching in Bangladesh”
- “Parent’s Guide
- The website sections on the Namibia year-long and summer programs.
- Write and submit to the AUW and to the US office an annual report, including
  - A narrative of the year’s progress
  - A financial report of the annual funding for the program
  - A listing of volunteers and teaching placements
  - Any partner feedback
- Work with Program Manager to make recommendations for improvements in programs and procedures.

***Miscellaneous:***

- Assist the AUW with special projects or extra-curricular activities as time allows after fulfilling responsibilities to the WorldTeach volunteer program.

***Teaching and Extra-Curricular Component:***

- Serve as a Teaching Assistant, Writing Center tutor and/or Access Academy instructor for approximately half the time the volunteers will work in each position.
- Assist with Extra-Curricular activities.
- Identify opportunities for greater community involvement by volunteers and encourage participation.
- Serve in other functions as requested by AUW senior staff in lieu of this teaching component. Flexibility in response to this part of the job is necessary.



**Preferred Qualifications:**

<ul style="list-style-type: none"> <li>• Bachelors Degree required</li> <li>• Familiarity with international and/or teacher volunteer programs, for example, WorldTeach, Peace Corps, or Teach for America</li> <li>• Commitment to WorldTeach mission and values.</li> <li>• Willingness to be on-call 24/7 for volunteer emergencies.</li> <li>• Comfort working with high level A UW personnel.</li> <li>• Good humor in running the program on a restricted budget.</li> <li>• Teaching experience, preferably as a teaching assistant, writing center tutor and/or TEFL instructor, strongly preferred.</li> <li>• Extended international living and/or working experience, preferably in Asia/Bangladesh preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to international education and volunteer support.</li> <li>• Leadership skills and experience working with or training large groups of people.</li> <li>• Excellent judgment and ability to function effectively in crisis situations.</li> <li>• Organizational skills and ability to multi-task.</li> <li>• Comfort working in cross-cultural environments and working independently.</li> <li>• Basic computer literacy (familiarity with Word and Excel required; experience with Google Apps and databases preferred but not required).</li> <li>• Project management/coordination and training experience.</li> <li>• Flexibility and a sense of humor.</li> </ul>
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**Terms:**

The Field Director salary starts at US \$650 a month (\$500 for your part-time administrative work for WorldTeach, \$150 for your part-time teaching position with A UW). A UW will provide housing and office space. Housing 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 the vacations and leave that is prescribed by A UW for its staff. WorldTeach will cover the cost of an economy class, round-trip air ticket from the US to Chittagong for full term of service. In-country travel for program purposes will be covered by WorldTeach. Training will be provided remotely by the US office as well as in-country by the outgoing Field Director, as timing allows.

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

**How 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 “Bangladesh 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.

*For more information about WorldTeach see [www.worldteach.org](http://www.worldteach.org). WorldTeach is an equal opportunity employer.*