



Assistant Field Director – China

Reports to:	China Field Director (TBD, China) Program Manager in US office (Cambridge, Mass.)
Scope of Responsibility:	<p>The Assistant Field Director (AFD) is a full-time position in the China responsible for assisting the Field Director (FD) in the day-to-day management of the WorldTeach program in China, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the Hunan Department of Education, as well as local educational host institutions.</p> <p>The Field Staff actively seek opportunities to develop the WorldTeach program in China in close consultation with the Program Manager (PM).</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>

The year-long program is run jointly by the FD, the AFD and the PM in the US office. The FD is ultimately responsible for managing the in-country aspects of the program, but most duties will be shared by the FD and AFD as a team. The AFD reports directly to the FD as well as the PM. These duties may include, but are not limited to the following:

Administration in China:

- Administer and coordinate the WorldTeach program in China by working with the WorldTeach China Field Director, school and government officials and departments, as well as with the Program Manager at the US Office in Cambridge, Massachusetts.
- Work with the partner institutions to implement national educational objectives and specific program goals.
- Assist with communications between US office and host/partner institutions.
- Maintain the WorldTeach office in China; obtain necessary supplies, phones, internet connections, etc.
- Lead the implementation of WorldTeach Teaching English as a Foreign Language (TEFL) certification, working with the Director of Education.

Volunteer Placements:

- Under the direction of in-country partners arrange teaching placements for volunteers in the various selected schools, work with local school principals, traditional and government leaders, the Department of Education, and other school and community officials and leaders.
- Assist the FD arrange host placements and support the volunteers in communicating with families.
- As feasible, visit new teaching sites to assess school and volunteer accommodations for appropriateness.

Support for Volunteers:

- Visit volunteers at sites agreed upon with the FD and observe them in the classroom during their service. Provide evaluations to the volunteers of the site visits.
- Work with Volunteers China to develop and improve volunteer evaluations.
- 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.
- Coordinate with the FD to contact each volunteer weekly.
- Establish full-time emergency phone and radio access for volunteers to the field staff.
- 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:

- Assist in planning and implementing arrival (four week), mid-year (two day) and end-of-service (1 day) orientation sessions for volunteers, to include training in TEFL teaching methods and teaching practice, China 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.
- Collaborate with the FD to hire and supervise project-oriented temporary staff, e.g. WorldTeach volunteers staying to help with orientation, language and culture teachers, especially for orientation, as budget allows.

Administrative Reports:

- Provide weekly reports to Program Manager in the U.S. office, including an update on the status of each volunteer, in general by each Monday of the following week.
- Administer program evaluations to volunteers and initiate regular feedback sessions with school directors.
- Oversee the revision of all program literature for future program applicants and participants, including “Welcome to China”, and “Living and Teaching in China”, and the website sections on the China year-long program.
- 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 program and procedures.
- Update country-specific sections of the Field Director manual as needed.

Finances:

- Be responsible for and keep track of all expenditures using WorldTeach petty cash or other methods of payment, as delegated to do so by the Field Director.
- Update petty cash ledger weekly and send to the Finance Director.
- Assist Field Director with monthly finance reports as needed.

Preferred Qualifications:

<ul style="list-style-type: none"> • Familiarity with international volunteer programs, esp. WorldTeach and Peace Corps, given strongest preference • Bachelors Degree required • Comfortable working in cross-cultural environments. • International work/travel experiences • Knowledge of the China • Teaching experience, preferably in ESL and preferably in the China • Project management/coordination experience, including financial management, interfacing with government/education leadership 	<ul style="list-style-type: none"> • Group facilitation or training experience • Ability to work independently and manage multiple tasks • Basic computer literacy (Word, Excel, e-mail) • Commitment to excellent volunteer service & support • Flexibility and a sense of humor • Excellent judgment and ability to function effectively in crisis situations • Commitment to WorldTeach mission and values • Must speak and read Mandarin at an intermediate level or better.
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Terms:

The Field Director salary starts at US \$900 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, from mid-July 2012 to July 2013. 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 China and a one-way return air ticket from China 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.

How to Apply:

Please submit a cover letter and resume to jobs@worldteach.org by **Monday, March 5th** and include the words “China AFD 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. Please submit your application electronically so that copies can be forwarded to the staff in the China office.

WorldTeach is an equal opportunity employer.