



Field Director – China

Reports to:	Program Manager in US office (Cambridge, Mass.)
Scope of Responsibility:	<p>The Field Director position is a full-time commitment through the end of the 2012-2013 China academic year, with responsibilities for 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 Director actively seeks opportunities to develop the WorldTeach program in China in close consultation with the Department of Education and 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 China:

- Administer and coordinate the WorldTeach program in China by working with Chinese government officials and departments, in particular with the Department of Education, as well as with the Program Manager of WorldTeach at the US office in Cambridge, Massachusetts.
- Work with in country partners to reach national educational objectives and specific program goals.
- Assist with communications between US office and host/partner institutions.
- Supervise an Assistant WorldTeach Field Director, should one be selected, who will assist as directed the field director in the work of the Marshall Islands program.
- Maintain the WorldTeach office in China, 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 Department of Education and the US office.

Volunteer Placements:

- Under the direction of in-country partners arrange teaching placements for volunteers in the various selected schools, work with local school principals, government leaders, the Department of Education, and other school and community officials and leaders.
- Volunteers China will arrange housing placements and the Field Director will be expected to support them in communicating with landlords.
- As feasible, visit new teaching sites to assess school and volunteer accommodations for appropriateness.

Support for Volunteers:

- Visit volunteers at their sites and observe them in the classroom at least once during their service. Provide evaluations to the volunteers of the site visits.
- Work with the Cambridge Office 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.
- Contact each volunteer weekly (dependent on additional staffing).
- Establish full-time emergency phone 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:

- Plan and implement 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 Department of Education 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.

Finances:

- Oversee the receipt of payments to WorldTeach from the Department of Education.
- Oversee the stipend payments to the volunteer.
- Maintain a bank account and coordinate all money transfers between the Department of Education and WorldTeach China and the US office, as directed by the US office.
- Provide input into the budget of your program, submitting first iteration of budget (by June 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 15th 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 China
 - Orientation “Cookbook”
 - “Welcome to China”
 - “Living and Teaching in China”
- 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 Volunteers China 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"> • 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 China • Teaching experience, preferably in ESL and preferably in 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 • Conversational or fluent in Mandarin
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Terms:

The Field Director salary starts at US \$1000 a month, and 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 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.

The minimum duration of this position will be from mid-June 2012 until 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 by **Friday, September 30, 2011** and include the words “China 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. Please submit your application electronically so that copies can be forwarded to the staff in the China office.

WorldTeach is an equal opportunity employer.