



Field Director – Guyana

Location: Georgetown, Guyana

Reports to:	Program Manager in U.S. office (Cambridge, Mass.)
Scope of Responsibility:	<p>The Field Director (FD) position is a full-time position in Georgetown, Guyana. The FD is responsible for the day-to-day management of the WorldTeach Guyana Program, including ongoing support and oversight of its volunteer participants (projected 25 volunteers in 2011) and coordination with host schools, regional administrators, and the Ministry of Education (MOE) in Guyana.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in Guyana 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, but are not limited to, the following:

Administration in Guyana:

- Administer and coordinate all aspects of the WorldTeach program in Guyana by working with Guyanese government officials and departments (in particular, the MOE) and the Program Manager in the U.S. office.
- Work with the MOE to implement national educational objectives and specific program goals.
- Maintain continual contact with and liaise among volunteers, host institutions, the MOE, and the WorldTeach office in Cambridge, Mass.
- Manage WorldTeach office in Georgetown. Update/maintain files and organize office resources.
- Update volunteer and family contact information for both the field and the U.S. office files.

Volunteer Placements:

- Under the direction of the MOE and with local school principals and regional education officials, aid in selecting and organizing host institutions and assign teaching placements for volunteers in secondary schools throughout Guyana.
- With the help of school and community officials, arrange housing for the volunteers in school apartments (or with host families) on or near the school grounds.
- Visit new teaching sites before the arrival of each volunteer group. Visit existing sites, if needed.
 - Confirm living arrangements and assess accommodations for appropriateness and safety.
 - Work with school administrators to define volunteer teaching responsibilities and schedules.

- Analyze volunteer applications, Volunteer Profile Forms, medical histories, and other documents in order to make appropriate teaching placements.

Support for Volunteers:

- Work with the Ministry of Education to obtain the necessary documents for the volunteers to teach (and get paid) in Guyana.
- Communicate with volunteers in the months before they arrive to prepare them for orientation and their experience in Guyana.
- Have contact (through email, by phone, or in person) with each volunteer on a regular basis as appropriate, to ensure they are doing well. In addition, facilitate communication among volunteers and with field and U.S. staff by creating an email group, newsletter, etc.
- Make a formal visit to the volunteers at their sites at least once during their service.
 - Observe their teaching, provide constructive feedback, and discuss professional challenges and/or problems with teaching or living arrangements.
 - Meet with school administrators to discuss any problems or concerns.
- Provide support and encouragement to volunteers during the duration of the program, such as assisting with cultural adjustment, professional challenges, placement issues, communication, and other issues. Refer serious and/or ongoing problems to Program Manager for intervention.
- Assist volunteers in obtaining medical treatment, if necessary. This may include accompanying them to the doctor's office/hospital.
- Handle routine administrative tasks associated with volunteer support, such as insurance questions or related procedural matters.
- Be on call and respond to problems that may arise, taking appropriate action, giving support to volunteers, and ensuring communication with the U.S. office, parents, the MOE.
- Respond with the highest level of concern to any emergencies the volunteers may have; notify U.S. Duty Officer, emergency assistance provider, and others as necessary. Maintain regular contact with the Program Manager until crisis is resolved.
- Write letters of recommendation for all volunteers who successfully complete the program. Submit the letters to the U.S. office and to volunteers (if requested).

Administration of Orientation Training and Volunteer Conferences:

- Plan, implement, and facilitate orientation (three weeks), mid-year (2-3 days) and end-of-service (1-2 days) training sessions for volunteers, including: TEFL training and teaching practice; language and culture; history and government; health and safety; and general country and local information.
- Plan and direct the logistics of orientation training, mid-service, and end-of-service conferences, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, guest speakers, etc.
- Hire and supervise temporary staff, e.g. WorldTeach volunteers staying to help with orientation, local assistants for logistical support, language teachers, as budget allows.

Finances:

- Oversee the receipt of payments to WorldTeach from the Guyanese government.
- Oversee the stipend payments to the volunteers (and host families, if applicable).
- Maintain a bank account and coordinate all money transfers between the Guyanese government and WorldTeach and between WorldTeach Guyana and the U.S. office.

- Provide input into and manage the budget of the Guyana Program.
- Keep careful records of *all* expenditures and income, including receipts for transactions, on a regular basis.
- Submit monthly expense 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 contact with each volunteer. Provide weekly reports to the MOE, if requested.
- Compile and submit an “Orientation Cookbook” and mid-service and end-of-service reports to archive in the field office and send to the U.S. office.
- Revise literature designed for future program applicants and participants, including “Welcome to Guyana,” “Living and Teaching in Guyana,” and the website sections on the Guyana Program.
- Edit the teacher training materials to make them program-specific.
- During conferences and site visits, gather quotes, photos, and project descriptions from volunteers for inclusion in handbooks, web materials, and other publicity for the Guyana Program.
- Administer program evaluations during conferences and submit copies of the evaluations to the U.S. office. Work with the Program Manager to make recommendations for improvements in programs and procedures.
- Write up a site visit report following each site visit (and send copies to the U.S. office).
- Write and submit to the MOE and to the U.S. office an annual report, including: results of a survey of HMs who have WorldTeach volunteers in their schools; a narrative of the year’s progress; and a listing of volunteers, schools, and living arrangements.

Miscellaneous:

- Assist the Ministry of Education 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"> • Bachelor’s degree required. • Master’s degree preferred • Strong preference will be given to returned WorldTeach Guyana volunteers. Returned volunteers from the Peace Corps or similar programs given next highest preference. • International work/volunteer experience • Teaching experience required. • Knowledge of Guyana preferred. 	<ul style="list-style-type: none"> • Highly empathetic, patient and warm demeanor • Leadership skills and experience working with large groups of people • Ability to work independently and manage multiple tasks • Project management/coordination experience • Excellent judgment and ability to function effectively in crisis situations • Commitment to WorldTeach mission and
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<ul style="list-style-type: none"> • Significant experience volunteering and/or working in a developing country required • Comfortable working in cross-cultural environments • Flexibility and a sense of humor! 	<ul style="list-style-type: none"> organizational values • Computer literacy (Word, Excel, database programs, etc.)
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Terms:

Position is for a minimum of one year and one month, beginning approximately **June 15, 2011**. Preference will be given to applicants who are willing to take the position for two years. The Field Director will be based in Georgetown, Guyana and will receive training from both the outgoing Guyana Field Director and U.S. office staff.

The Guyana Field Director will receive a starting salary of US\$1000 per month. Health insurance, housing, and office space provided. 15 days paid vacation per year (in addition to 11 U.S. or local holidays). WorldTeach will cover return airfare (economy class) from the U.S. to Georgetown and in-country travel for program purposes. *Field Directors who stay for two years receive US\$1150/month during the second year in addition to a second round-trip ticket to the U.S.*

To Apply:

Please submit cover letter and resume to Maki Park, Program Manager, by **April 1, 2011**. Applicants will be considered on a rolling basis, so the position may fill before the application deadline. Late applicants may be considered if the position has not been filled. We will contact you if considered.

Fax: 617-495-1599; Email: jobs@worldteach.org

WorldTeach is an equal opportunity employer.