



Field Director – Marshall Islands

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 Marshall Islands academic year, with responsibilities for the day-to-day management of the WorldTeach program in Marshall Islands, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the Marshall Islands Ministry of Education, as well as local educational host institutions.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in Marshall Islands in close consultation with the Ministry 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 (but are not limited to):

Administration in Marshall Islands:

- Administer and coordinate the WorldTeach program in Marshall Islands by working with Volunteers Marshall Islands, Marshall Islands government officials and departments, in particular with the Ministry 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.
- Maintain the WorldTeach office in Marshall Islands; obtain necessary supplies, phones, internet connections, etc.
- Represent WorldTeach in any negotiations with government officials on behalf of WorldTeach and/or the volunteers.
- 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
- Continuously assess the in-country environment for health and safety concerns that could impact the volunteers.
- Write thorough annual reports, including financial reports and the results of site evaluations, for Volunteers Marshall Islands, the Ministry of Education, and copy 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, traditional and government leaders, the Ministry of Education, 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 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 on Majuro and Ebeye 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 receive a visit. Provide evaluations to the volunteers of the site visits, and site visit-evaluations to the Program Manager.
- 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, where possible, but particularly keep close contact with the outer island volunteers through radio or other contact.
- Oversee transport of supplies, mail, etc. to volunteers on the outer islands.
- 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:

- 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, Marshall Islands 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, 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 Volunteers Marshall Islands.
- Oversee the stipend payments to the volunteer.
- Maintain a bank account and coordinate all money transfers between the Ministry of Education and WorldTeach Marshall Islands 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 1). 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 Marshall Islands

- Orientation “Cookbook”
- “Welcome to Marshall Islands”
- “Living and Teaching in Marshall Islands”
- 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 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.
- Work on program development, including scouting new schools and other opportunities for the volunteers to serve their communities.

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 Marshall Islands ● Teaching experience, preferably in ESL and preferably in Marshall Islands ● 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 ● Two-year commitment strongly preferred.
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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 Marshall Islands and a one-way return air ticket from Marshall Islands 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 the beginning of June 1st 2012 until July 1st 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 **Monday, March 5th** and include the words “Marshall Islands 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.

For more information about WorldTeach see www.worldteach.org. WorldTeach is an equal opportunity employer.