

Summer Program Coordinator – Costa Rica

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| Reports to: | Program Manager, US office |
| Scope of Responsibility: | <p>The Summer Program Coordinator is a full-time, short-term, seasonal position in San Jose, Costa Rica. The Summer Program Coordinator is primarily responsible for administering the summer program, working in conjunction with the Field Director to coordinate the summer program, support its volunteer participants and liaise with host institutions and host families.</p> <p>The Summer Program Coordinator is 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> |

Main Responsibilities

- Coordinate all aspects of the Costa Rica Summer Program, especially those that pertain directly to the volunteer teachers.
- Serve as the initial contact person for summer volunteers, host institutions and host families including translation when necessary during the summer program.
- Manage the WorldTeach portion of the summer program expenses in accordance with program budget.
- Serve as a support for volunteers during their transition into their Costa Rican communities as well as for the duration of their stay in country.

Specific Duties

Administration

- Solicit and confirm teaching placements and living arrangements for volunteers. Visit teaching sites, liaise with host organizations, and affirm host families or other suitable volunteer housing.
- Work with host institutions to define volunteer teaching responsibilities and schedules, and to secure suitable classroom space.
- Generate publicity for the program, including contact with local newspapers, radio, television.
- Assist the Field Director in other general administrative duties as needed.

Administration of Orientation, Mid-Service & End-of-Service Conferences

- Prepare and lead one week Orientation training for volunteers upon arrival.
 - Plan and direct the logistics of orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, etc.
 - Content is to include training in TEFL teaching methods and teaching practice, Spanish language and culture, health and safety, general country and local information.
- Arrange and lead volunteer mid-service training (1 day) and end of service (1 day) conferences, staying within the allocated budget.
- Coordinate any regional gatherings or conferences.

Volunteer Placements

- Handle routine administrative tasks associated with volunteer support, such as communications with host schools and families as needed.
- Place volunteers at the sites they will be teaching at and notify them by mid-May. This will be performed with the assistance of the Field Director.
- Keep of record of schools and host family placements, evaluating the quality of the placements and your recommendations for future placements. Submit to the Field Director.
- Assess host organization's interest in having a summer volunteer teacher the following year. Identify possible new summer placements.

Support for Volunteers

- Assist volunteers in working through routine problems associated with cultural adjustment or professional challenges.
- Keep regular contact with all volunteers, by email, phone, or visits. Report status of volunteers to the Program Manager.
- As needed, visit volunteers who are experiencing difficulties at their teaching sites.
- Respond to emergencies and notify the Field Director. Contact the WorldTeach US office and other assistance services as necessary. Maintain regular contact with US office until crisis is resolved.
- Provide letters of recommendation or verification of participation for each volunteer, to be submitted to the WorldTeach Boston Office before the completion of your service.

Finances

- Manage summer program expenses in accordance with program budget.
- Assist Field Director in preparing monthly finance reports, including recording expenses, keeping receipts for all expenditures, and submitting monthly expense reports, accompanied by receipts, to Finance Director at the beginning of the following month.

Program Reports

- Administer volunteer evaluations during Orientation and End-of-Service. Submit evaluations to the Field Director.
- Administer program evaluations to host institutions towards the end of the summer program. Forms may be given to volunteers to take to their school directors during Mid-Service Conference.

- Write a summer program report and submit to Costa Rican Ministry of Education partners and to the US office.
- Compile Summer Program “Cookbook” to archive in the field office and send to the U.S. office.
- Make recommendations for improvements in program and procedures.

Updating of Summer Program Materials

- Edit and update the various WorldTeach program materials on Costa Rica for use by future WorldTeach summer volunteers in Costa Rica.
- During various conferences gather quotes from volunteers for inclusion in handbooks, web materials and other publicity for the WorldTeach summer program in Costa Rica.

Terms of Employment

This position is from mid-April 2010 through the end-August 2010.

The Summer Coordinator will receive US \$750 a month and will be expected to start by early April 2010. WorldTeach will provide a housing stipend of up to \$275 a month. Emergency health insurance (through the WorldTeach group insurance policy) will be provided for the official term of the position, which is from the beginning of June through the end of August. WorldTeach will provide all in-country transportation costs, and if the Program Coordinator is based in the US, WorldTeach will cover one round-trip economy-class flight from the US to Costa Rica. The job will involve extensive travel around Costa Rica.

The Summer Coordinator will receive training from the Field Director in San Jose.

Preferred Qualifications:

- Bachelors Degree required.
- Working knowledge of Spanish at the intermediate to advanced level required.
- Familiarity with international and/or teacher volunteer programs, for example, WorldTeach, Peace Corps, or Teach for America; previous completion of a WorldTeach program a big plus.
- Commitment to WorldTeach mission and values.
- Willingness to be on-call 24/7 for volunteer emergencies.
- Comfort working with high level Ministry of Education personnel.
- Good humor in taking public transportation, traveling to volunteer sites for regular site visits and whenever needed; generally running the program on a restricted budget.
- Teaching experience, preferably in TESL abroad, strongly preferred.
- Extended international living and/or working experience, preferably in Central America, and especially Costa Rica, for at least one year
- Commitment to international education and volunteer support.
- Leadership skills and experience working with or training large groups of people.
- Excellent judgment and ability to function effectively in crisis situations.
- Organizational skills and ability to multi-task.
- Comfort working in cross-cultural environments and working independently.
- Basic computer literacy (familiarity with Word and Excel required; experience with Google Apps and databases preferred but not required).

- Project management/coordination and training experience.
- Flexibility and a sense of humor.

How to Apply:

Please submit a cover letter and resume to Maggie Tabach (WorldTeach Program Manager) at jobs@worldteach.org by **Monday, February 19, 2010**, and include the words “Costa Rica Summer Coordinator 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.