

Field Director – Chile 2008-2009

Reports to:	WorldTeach Chile Field Director (during training period) Program Manager in U.S. Office, Cambridge, Massachusetts
Scope of Responsibility:	<p>The WorldTeach Chile Field Director 2008-2009 (FD) is a full-time position responsible for the day-to-day management of the WorldTeach Chile programs. This includes the set-up, planning, pre-departure preparation, and oversight of all aspects of WorldTeach Chile, including all the responsibilities involved in working with WorldTeach Chile's three partner organizations—the Ministry of Education <i>Inglés Abre Puertas</i> program in the 7th, 8th, 9th, and 14th Regions of Chile, the DuocUC program in Santiago, Viña del Mar, Valparaíso, and Concepción, and the Patagonia Sur program in Patagonia. This position is based in Santiago, Chile.</p> <p>The FD actively seeks opportunities to develop the WorldTeach portfolio of programs in Chile in close consultation with the Program Manager.</p> <p>For the first 3-4 months of employment, the individual in this position will serve as acting Assistant Field Director and will report to the current Chile Field Director. As acting AFD, he/she will act as the main support staff for the volunteers placed in the Southern Zone through the Ministry of Education's <i>Inglés Abre Puertas</i> program. During this time, the AFD will also be involved in FD training in Santiago under the supervision of the current FD. Following the training period indicated, the AFD will assume full responsibilities as FD. WorldTeach will also be hiring a permanent AFD with an anticipated start date in January 2009 to support the FD in planning for and executing WorldTeach Chile programs.</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 WorldTeach Chile program is run jointly by the FD, the AFD, and the Program Manager (PM) in the U.S. 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 the AFD as a team. These duties may include, but are not limited, to the following:

Administration in Chile:

- Administer and coordinate all aspects of the WorldTeach programs in Chile by working with Chilean government officials, departments, partner organizations (in particular, the Ministry of Education, DuocUC, and Fundación Patagonia Sur) and the Program Manager in the U.S. office.
- Work with the partner organizations to implement national educational objectives and specific program goals.

- Ensure that volunteers and partner organizations are meeting WorldTeach policies and expectations.
- Maintain continual contact with and liaise among volunteers, host institutions, partner organizations, Chilean government officials, and the WorldTeach U.S. office in Cambridge, Mass.
- Manage WorldTeach office in Santiago. Update/maintain files and organize office resources.
- Update volunteer and family contact information for both the field and the U.S. office files.
- In conjunction with the incoming AFD in 2009, coordinate the establishment and maintenance of a WorldTeach office in the Southern Zone if deemed necessary based on the development of *the Inglés Abre Puertas* program; obtain and managed necessary supplies, files, phones, internet connections, etc.

Volunteer Placements:

- Analyze volunteer applications, Volunteer Profile Forms, medical histories, and other documents in order to make appropriate teaching and host family placements.
- Make placement decisions or recommendations (varies by program) for individual volunteers; placement sites themselves are determined in collaboration with the partner organizations. .
- Visit new teaching sites before the arrival of each volunteer group. Visit existing sites, if needed.
- Work with school administrators to define volunteer teaching responsibilities and schedules.
- With the help of partner organizations and community officials, arrange housing for the volunteers with host families on or near their teaching sites. (Please note: In the DuocUC program, the FD is responsible for identifying, recruiting, and selecting host families. The Ministry of Education is responsible for all aspects of host family placements for the volunteers participating in the Ministry program. Patagonia Sur is responsible for identifying, recruiting, and selecting host families for the Patagonia program.)
- Confirm living arrangements and assess accommodations for appropriateness and safety.

Support for Volunteers:

- Work with partner organizations, WT's U.S. office, and the Chilean government to obtain the necessary documents and visas for the volunteers to teach in Chile.
- Communicate with volunteers in the months before they arrive to prepare them for Orientation and their volunteer experience in Chile.
- 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 formal visits to individual volunteers at their sites at least once during their term of service.
- Observe their teaching, provide constructive feedback, and discuss professional challenges and/or problems with teaching and living arrangements.
- Meet and communicate regularly with partner organization administrators and staff 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, and WorldTeach's partner organizations in Chile.

- 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 and Other Training:

- Plan and implement multiple volunteer conferences for program departure groups of Ministry, DuocUC, and Patagonia Sur volunteers. These include: Orientations (ranging in length from 1 week to 1 month), mid-year (2-4 days) and end-of-service (1-3 days) sessions for volunteers. Volunteer conferences will include training in TEFL teaching methods and teaching practice, Spanish language, Chilean history and culture, health and safety, and local information.
- Plan and direct the logistics of orientation trainings and conferences, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips and social events, guest speakers, group dinners, etc.

Finances:

- Oversee the receipt of payments to WorldTeach from partner organizations in Chile.
- Oversee the payment of stipends to the volunteers and host families, if applicable (currently DuocUC and Patagonia Sur programs).
- Maintain a bank account and coordinate all money transfers between partner organizations in Chile, WorldTeach Chile, and the WorldTeach U.S. office.
- Offer input on and manage the budget of WorldTeach Chile operations.
- 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.

Administrative Reports:

- Provide weekly reports to Program Manager in the U.S. office, including a summary of contact with each volunteer.
- Provide regular reports to partner organizations, if requested.
- Compile an "Orientation Cookbook" and mid-service, and end-of-service conference 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 Chile," "Living and Teaching in Chile," and WorldTeach website sections dedicated to the Chile programs.
- Edit the teacher training materials to make them program-specific.
- Administer program evaluations 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).
- In collaboration with the U.S. office, write and submit to the partner organizations (if requested) an annual report, including: a narrative of the year's progress, a listing of volunteers, schools, and living arrangements, and other related program documentation.

Miscellaneous:

- Assist the partner organizations in Chile with special projects (as time allows) after fulfilling responsibilities to the WorldTeach volunteer program.
- Assist with the in-country training of incoming 2009 Assistant Field Director.
- Assist with the in-country training of incoming Field Director upon completion of term of service.

Ministry Program Responsibilities (as Acting Assistant Field Director -- September 2008-December 2008):

The AFD is primarily responsible for administering the WorldTeach-Inglés Abre Puertas program, and works in conjunction with the FD to coordinate the program, support the volunteer participants, and liaise with Inglés Abre Puertas national and regional staff. This position requires extensive travel and possibly temporary residence in the Southern Zone when the program is in session. Specific duties associated with the WorldTeach-Inglés Abre Puertas program may include, but are not limited, to the following:

- Develop, administer and coordinate the WorldTeach—*Inglés Abre Puertas* program in Chile by working with the WorldTeach Chile Field Director, Chilean government officials (in particular with the Ministry personnel in the “Southern Zone” regions assigned to WorldTeach, and those assigned to the *Inglés Abre Puertas* program in Santiago) and the WT Program Manager at the US office in Cambridge, MA.
- Work with the Ministry of Education, *Inglés Abre Puertas*, regional educational and government leaders, and local school principals to implement program goals in line with national educational objectives.
- The Ministry of Education/*Inglés Abre Puertas* will identify the hosting schools and arrange teaching placements for volunteers in the schools in the Southern Zone by working with local school principals and other school officials. The AFD, while not responsible for setting up placements for the volunteers, will work closely with the Chile FD and Ministry officials in support of the volunteer placement process and teaching experience.
- The Ministry of Education/*Inglés Abre Puertas* will identify and arrange housing for the volunteers on or near the school campuses. The AFD, while not responsible for setting up housing placements for the volunteers, will work closely with the Chile FD and local Ministry officials in support of the host family placement process and living experience.
- Visit volunteers at their sites and observe them in the classroom at least once during their service. Provide feedback on their teaching and professional progress. Ensure that volunteers and teaching sites are meeting WorldTeach policies and expectations.
- Provide support and encouragement to volunteers during the duration of their term of service, such as assisting with cultural adjustment, health issues, placement issues, communication, and other support issues, and, when warranted, intervention.
- Respond to emergencies and notify the Chile Field Director, U.S. Duty Officer, and emergency assistance provider, and U.S. office in crisis situations.
- Work with the WorldTeach US office, Chile Field Director and representatives of the Ministry of Education/*Inglés Abre Puertas* to obtain the necessary documents for the volunteers to teach in Chile.
- Be responsible for using WorldTeach funds as directed by the FD. Record all expenses and submit receipts to FD.
- Assist FD in managing the financial records of the program.

Preferred Qualifications:

Strong preference will be given to returned WorldTeach Chile volunteers.

Bachelor's degree required. Teaching experience, preferably in TESL and preferably in Chile. Familiarity with Chile. Advanced Spanish, written and spoken. Commitment to international education and volunteer support. Leadership skills and experience working with or training large groups of people. Project management/coordination and training experience. Organizational skills and ability to multi-task. International living or working experience, and comfort working in cross-cultural environments. Basic computer literacy (familiarity with Word, Excel, e-mail required; experience with databases preferred but not required). Ability to work independently. Excellent judgment and ability to function effectively in crisis situations. Commitment to WorldTeach mission and values. Flexibility and a sense of humor.

Terms:

Position is for a minimum of one year and four months, beginning approximately **September 1, 2008 through December 31, 2009. Preference will be given to applicants who are willing to remain in the position for two years and four months.** The Field Director will be based in Santiago, Chile and will receive in-country training from the outgoing Chile Field Director.

The Chile Field Director will receive US\$800 per month. WorldTeach will provide a monthly housing stipend in addition to the monthly salary. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The FD will receive 20 days paid vacation for the initial term and 15 days per year after the initial term (in addition to any combination of 11 U.S. or local holidays per year). WorldTeach will cover economy class international airfare from the U.S. to Santiago, and return airfare upon successful completion of the initial program commitment dates (as two one-way tickets). In-country travel for program purposes is covered by WorldTeach. Field Directors who stay for two years and four months receive US\$1000/month during the second year in addition to an additional ticket to the U.S (round-trip).

How to Apply:

Please submit a cover letter and resume to Flora Lindsay-Herrera (Program Manager, WorldTeach Chile Programs) at programs2@worldteach.org by **Friday, August 1, 2008** and include the words "2008-09 CL 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. Late applicants may be considered if the position has not been filled. Please submit your application electronically so that copies can be forwarded to the staff in the Chile office.

WorldTeach is an equal opportunity employer.