

## Field Director – Thailand

Location: Nakhon Phanom, Thailand

<b>Reports to:</b>	Program Manager in US office, Cambridge, MA
<b>Scope of Responsibility:</b>	<p>The Field Director (FD) position is a full-time position in Nakhon Phanom, Thailand. The FD is responsible for the day-to-day management of the WorldTeach program in Thailand, including ongoing support and oversight of its volunteer participants and coordination with host schools and the district director’s office.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in Nakhon Phanom in close consultation with the Program Manager.</p> <p>Every WorldTeach employee 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>

### **The Year-Long Thailand Program**

**The year-long program is run jointly by the FD and the Program Manager in the U.S. office. The FD is ultimately responsible for managing the in-country aspects of the program. These duties may include, but are not limited to, the following:**

#### ***Administration in Nakhon Phanom:***

- Administer and coordinate all aspects of the WorldTeach program in Thailand by working with the schools, the district director, and the Program Manager in the U.S. office.
- Work with the district director to implement provincial educational objectives and program goals.
- Assist with communications between US office and Nakhon Phanom host/partner institutions.
- Maintain continual contact with and liaise among volunteers, host institutions, the district director, and the WorldTeach office in Cambridge.
- Manage WorldTeach office in Nakhon Phanom. 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 district director, select host institutions and assign teaching placements for volunteers in elementary and high schools in Nakhon Phanom Province.
- Visit new placement sites before the arrival of each volunteer group. Visit existing sites, if needed.
  - Confirm living arrangements for volunteers and assess accommodations for appropriateness.
  - 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.
- 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:***

- Work with the district director to obtain the necessary documents for the volunteers to live and teach in Nakhon Phanom, Thailand.
- Communicate with volunteers in the months before they arrive to prepare them for orientation and their experience in Thailand.
- 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 support 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 appropriate communication with the U.S. office, parents, and the district director.
- Respond to emergencies. Contact the U.S. office and other assistance services as necessary. Maintain regular contact with the U.S. office until crisis is resolved.

### ***Administration of Orientation Training and Volunteer Conferences:***

- Plan and implement arrival (three weeks), mid-year (1-3 days) and end-of-service (1-3 days) training sessions for volunteers, including training in TEFL teaching methods and teaching practice, Thai history, language and culture, health and safety, challenges in cultural adaptation, 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, excursions, guest speakers, etc.
- Hire and supervise temporary staff, e.g. past volunteers as Orientation staff, language teachers, health and safety speakers, as budget allows.

### ***Finances:***

- Ensure that the volunteers are receiving their stipend payments from the schools.
- Maintain a bank account and coordinate all money transfers between WorldTeach Thailand and the US office.
- Provide input into and manage the budget of your program.
- Keep careful records of **all** expenditures and income, including receipts for transactions on a regular basis.

- Submit monthly expenses reports to the U.S. office in a timely manner, in general by the 15<sup>th</sup> of the following month. Initial reports will be made by email attachment, receipts and bank account statements by regular mail.

***Administrative Reports and Volunteer Materials:***

- Provide weekly reports to the Program Manager in the U.S. office.
- 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.
- Coordinate with the volunteers to revise literature designed for future program applicants and participants, including “Welcome to Thailand,” “Living and Teaching in Thailand,” and the website sections on the Thailand program.
- During conferences and site visits, gather quotes, photos, and service project descriptions from volunteers for inclusion in handbooks, web materials, and other publicity for the Thailand program.
- Administer program evaluations and work with Program Manager to make recommendations for improvements in programs and procedures.
- Edit the Volunteer Resource Manual (used in orientation training) to make it program-specific.

***Miscellaneous:***

- Assist the Nakhon Phanom district director or host schools with special projects or extra-curricular activities as time allows after fulfilling responsibilities to the WorldTeach volunteer program.
- Assist with the in-country training of the incoming FD upon completion of your term of service.
- Write letters of recommendation for all volunteers who successfully complete the program. Submit the letters to the US office and to volunteers.
- Work on program development, including scouting new schools and other opportunities for the volunteers to serve their communities.
- Implement organization-wide programs and initiatives

**Terms:**

The Field Director will receive US \$1000 a month and will be expected to start by early September. WorldTeach will provide housing and office space. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The FD will receive 15 days of paid leave per year in addition to 13 paid holidays (local and/or American). WorldTeach will cover the cost of an economy class, round-trip air ticket and bus ticket from the US to Nakhon Phanom for each full year of service. In-country travel for program purposes will be covered by WorldTeach. The FD will receive training from the previous FD in Nakhon Phanom.

**Preferred Qualifications:**

- Bachelors Degree required.
- Proficiency in Thai preferred.
- Teaching experience in Thailand preferred.
- International living or working experience, preferably in Asia, and especially Thailand.

- 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.
- Experience working with a budget a plus.
- Comfort working in cross-cultural environments and working independently.
- Commitment to WorldTeach mission and values.
- 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.
- Familiarity with international and/or teacher volunteer programs, for example, WorldTeach, Peace Corps, or Teach for America.
- Previous completion of a WorldTeach program a plus.
- Flexibility and a sense of humor.

**How to Apply:**

Please submit a cover letter and resume to Dan Olver (WorldTeach Program Manager) at [jobs@worldteach.org](mailto:jobs@worldteach.org), and include the words “Thailand FD Application” in the subject line. Applications will be reviewed in the order in which they are received, and the application process will remain open until April 1st. Please submit your application electronically so that copies can be forwarded to the staff in the Thailand office.

*WorldTeach is an equal opportunity employer.*