

## Position Description: Field Staff

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| <b>Title:</b>            | Field Staff  |
| <b>Reports to:</b>       | Country Program Management Team, YCA Program Manager   |
| <b>Supervises:</b>       | International volunteers and community development project   |
| <b>Employment Basis:</b> | Contract, subject to preparation probation period  |
| <b>Location:</b>         | International – dependant on program   |
| <b>Hours:</b>            | Full-time; 6 – 14 weeks (dependant on program)   |
| <b>Annual Salary:</b>    | This is an un-paid position.<br>Your placement includes transportation costs <i>upon arrival</i> ; all food and accommodation for the duration of staff training, project and closure; insurance; training in Australia and within the host country; and Program Management support. |
| <b>Date:</b>             | Dependant on program   |

### Position Overview:

Youth Challenge Australia (YCA) place Field Staff on community development programs in Costa Rica, Guatemala, Guyana, Mexico, and Vanuatu. Field Staff are at the core of YCA programs. While the YCA Program Managers and YCA's country partners have developed the programs, it is the Field Staff who coordinates and facilitates the volunteers and the community development project.

As the key facilitator Field Staff are required to facilitate the personal development of the volunteers; are responsible for the overall implementation of the projects goals, objectives and activities; and are to make timely decisions regarding volunteer health and safety as required. To achieve these goals, Field Staff are the central liaison between key stakeholders, i.e. the volunteers, host community members and the country Program Management Team.

### Selection Criteria

#### Essential:

- Experience working in a group leadership role;
- Previous working or living experience in a cross-cultural environment or in a developing country;
- Bronze medallion swimming certification (cert. not required at time of application, but applicants must be capable and willing to attain it before project departure);
- Advanced Wilderness First Aid certification (cert. not required at time of application but applicants must be capable and willing to attain it before project departure);
- Moderate to fluent level of Spanish for postings in Latin America;
- Field Staff must be 25 years or older;
- Willingness to be on-call for the duration of the project;
- Willingness to learn, demonstrate and do manual labour and construction work; and
- A knowledge and commitment to YCA's mission, vision, values.

#### Highly Desirable:

- Youth work experience;
- Experience working with and/or as a volunteer;
- Group leadership experience in a remote location

## **1. Key Responsibilities**

Field Staff responsibilities will include but are not limited to:

### **1.1 Safety and Medical:**

- a. Familiarisation with YCA safety and medical policies and procedures, and the ability to ensure their effective monitoring and implementation;
- b. Ensure evacuation policies and procedures are outlined and understood by all volunteers and Field Staff, for all field locations, i.e. project location; and external sites such as field-trips and site visits. This will involve confirming that procedures are correct and seeking clarification from country Program Management Team if necessary;
- c. Ability to respond to volunteer health and safety issues as required.

### **1.2 Leadership:**

- a. Deliver appropriate orientation for YCA volunteers in country;
- b. Facilitate the experience of volunteers through providing positive direction, appropriate training, effective planning, communication, conflict resolution and management;
- c. Facilitate the work of the participants during the community project;
- d. Oversee project development with volunteers and community representatives;
- e. Delegate roles and responsibilities to volunteers;
- f. Ensure the appropriate completion of the project, including debriefing with the community and the project team; and
- g. Ensure volunteer compliance of Youth Challenge policies and procedures.

### **1.3 Community**

- a. Assist in the development of community interaction in all phases of the projects, including planning, implementation, review and sustainability discussions on a regular basis; and
- b. Ensure community input is consistent with the parameters established by Youth Challenge and local community representatives.

### **1.4 Reporting and Administration**

- a. Maintain accurate financial records;
- b. Maintain accurate records of activities engaged in by the project team with regards to project goals and objectives;
- c. Provide and encourage continuous feedback from volunteers and community members with regards to the project outcomes and activities;
- d. Where appropriate, conduct a community needs assessment and report findings to country Program Management Team, with a view to working towards these needs over the duration of the project; and
- e. Final project reports to be submitted electronically, true and in a timely fashion to the country team.

### **1.5 Other**

- a. Field Staff may be assigned other reasonable duties by the country Program Director or Program Management Team;
- b. The country Program Director may give reasonable notice of modifications to the role of Field Staff, before and during project, to more accurately reflect responsibilities; and
- c. Where appropriate, Field Staff are to maintain a list of contacts in the region, including community stakeholders, project sites and any additional community assistance needed.

## **2. Essential Understandings**

- a. Field Staff will be available for all aspects of the program on a 24-hour basis during the employment period. This is a fundamental condition of the contract and (a) delegation of this to any individual is done in consideration of that person's experience and in consideration of all potential safety and medical issues arising from field work; and (b) negotiation for time off is at the sole discretion of the country Program Director;
- b. Field Staff are responsible for ensuring the safety of all Youth Challenge volunteers under their direct supervision whilst on project; and
- c. Effective cross cultural communication is essential in this position. Understanding, respect for and recognition of cultural differences will be paramount to Field Staff's role in a Youth Challenge project and within any Youth Challenge team.