



## Position Description: Field Staff

<b>Title:</b>	Field Staff
<b>Reports to:</b>	International Program Manager YCA, Program Management Team, YCI Alliance.
<b>Supervises:</b>	International Volunteers and Community Development Project.
<b>Location:</b>	International
<b>Employment Basis:</b>	Contract, subject to preparation probation period
<b>Hours:</b>	Full-time (5 – 12 weeks)
<b>Annual Salary:</b>	Transportation costs upon arrival, room and board for the duration of staff training, project and closure.
<b>Date:</b>	Effective ongoing from January 2010.

### Profile

Field staff are the core of Youth Challenge project teams. Although the Program Director and Program Management Team have done a substantial amount of preparation for a community development project beforehand, it is the field staff who breathe life into the program for communities and participants, children and youth, families, partners, donors and key stake holders.

As the key facilitator for our community development field projects, the field staff provide leadership, timely decision making and facilitates the learning process for a team of youth participants. The field staff also liaises with the host community members and are responsible for the overall implementation of the community development projects goal, objectives and activities as well as the financial management of the project. Typically field staff work in pairs and are assigned to one particular group of youth at one project location for the duration of their project. Field staff are also responsible for representing the Youth Challenge organisation in the region of their primary community and forming links with other communities, organisations, schools, institutions, community leaders and interested youth.

Youth Challenge Field Staff are reliable, enthusiastic, highly motivated and flexible individuals. An energetic professional who possesses selfless dedication, an interest in others and a passion for promoting the development and wellbeing of youth and communities, while representing Youth Challenge to various stakeholders is optimum.

### Qualifications

- Experience working with youth;
- Group leadership experience in a wilderness/outdoor setting;
- Previous working or living experience in a cross-cultural setting or in a developing country;
- Willingness to learn, demonstrate and do manual labour, and construction work;
- Usually 25 years or older;
- Minimum 2 years experience in working in a managerial role (teams/ individuals);
- Fluency in Spanish preferred for postings in Latin America;
- Advanced Wilderness First Aid certification (cert. not required at time of application) or equivalent to the Wilderness Medical Institute's Leaders Wilderness Advanced First Aid; and
- Bronze medallion swimming certification (cert. not required at time of application).

### **General Responsibilities:**

- Help finalize community development projects and partnerships;
- Liaise with the host communities to determine project logistics for a project team;
- Manage and construct appropriate and timely orientation for Youth Challenge participants;
- Manage the work of a team of culturally diverse youth;
- Provide leadership to youth participants;
- Ensure safe operations through risk management and knowledge of emergency procedures;
- Ensure the project goal, objectives and activities provide direction to the team and assist them in conducting a needs assessment within their community;
- Communicate weekly with the in-country Program Management Team;
- Ensure the appropriate completion of the project, including debriefing with the community and the project team;
- Ensure reporting is accurate and complete with regards to program report, outcomes, medical and financial reports, submitted on time to the Program Management Team;
- Maintain a list of contacts in the region you were working in of community liaisons, project sites and community assistance needed; and
- Endeavour at each opportunity, to further develop the Youth Challenge program with regards to research, feedback, resources, funding sources and/ or ideas.

### **Essential Understandings**

The following understandings are fundamental to this position:

- 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;
- Field staff are responsible for ensuring the safety of all participants involved on a Youth Challenge project under their direct supervision; and
- 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.

### **Specific Duties**

Field staff responsibilities shall include, but not be limited to, the following:

#### **1. Safety and Medical:**

- a. Familiarisation with the safety and medical policies and able to ensure the effective monitoring and implementation of same, whilst in the position;
- b. Effective evacuation procedures are established and understood for all field locations, orientation, project, any field-trips, site visits and project closure;
- c. Effective understanding and implementation of evacuation procedures in case of emergency is understood by community and team members;
- d. Responsibility for participants' health and safety in the project team; ensure clear, concise communication with the Program Director and Program Management Team is maintained concerning the management and safety of individuals and the project as a whole; and



- e. Understanding the project evacuation plan for your project site. Ensure comfort in implementing all elements of the plan. Ensure all the details of the plan are true and correct and seek clarification from Program Management Team if needed.

## **2. Leadership:**

- a. Act as a role model for the youth engaged in the Youth Challenge organisation within the community and within your country of origin;
- b. Facilitate the experience of participants through providing positive direction, appropriate training, effective planning, communication and management throughout the project experience (from orientation to closure);
- c. Facilitate the work of the participants during the community project. Oversee individual youth development goals and overall project development with participants and community representatives;
- d. Ensure the smooth and effective functioning of the participant group/s with regard to compliance with Youth Challenge policies and procedures;
- e. Monitor the performance of the participants and participate in verbal and written participant evaluations;
- f. Foster critical reflection among participants by engaging them in thought-provoking activities such as discussions, readings, and focused workshops with regard to youth, gender and community development.

## **3. Community**

- a. Implement and work on the community project, with the team's focus to remain, the goal, objectives and activities for the duration of the project;
- b. Assist in ensuring a high quality of completed projects for both the participants and the community;
- c. Act as a main liaison between the community and project team;
- d. Act as a main liaison between the project team and community associations;
- e. Assist in the development of community interaction in all phases of the projects, including planning, implementation, review and sustainability discussions;
- f. Ensure community input is consistent with the parameters established by Youth Challenge and local community representatives;
- g. Meet with community members on a regular basis and ensure project transparency is maintained; and
- h. Strive to involve and inform entire community with/in the project.

## **4. Reporting and Administration**

- a. Maintain financial administration and bookkeeping for the project team with overall liability for the project finances resting with field staff;
- b. Maintain accurate records of activities engaged in by the project team with regard to their project goal and objectives.
- c. Provide and encourage continuous feedback from participants and community with regard to the project, outcomes and activities;
- d. Manage the security, use and maintenance of project equipment and resources;
- e. Maintain records of locally available and utilized logistics and resources;
- f. Conduct a community needs assessment and report finding to Program Management Team with a view to working towards these 'needs' over the duration of the project; and



- g. Informally conduct visits to other communities in the region if possible, with a view to making links with community leaders and informally identifying community and youth development projects.
- h. Complete all necessary project reporting in the field, and ensure upon closure these reports are electronic, true and correct and are submitted to the Youth Challenge Country Director in a timely fashion.
- i. Contact a past Youth Challenge project community and conduct a 12 month Project Report on behalf of the Program Management Team. This is to be done taking into account the impact, results and feedback for the Youth Challenge team for the benefit of the community and the Youth Challenge program.

**5. Other**

- a. Any other reasonable duties which may be assigned to field staff from time to time, by the Country Program Director or Program Management Team; and
- b. The Program Director may give reasonable notice of modifications to the role of field staff to more accurately reflect responsibilities from time to time.