

Minga House Foundation

Job Description: Volunteering Coordinator

Start Date: August 2024

<https://www.mingahouse.org/work-with-minga.html>

Job Title: Volunteering Coordinator

Location: Chinchiná, Caldas, Colombia

Reports To: President of Minga House Foundation

Supervises: Assistant Volunteering Coordinator & Team Leaders

Overview:

The Volunteer Colombia Coordinator is critical to our organization. This role involves collaborating closely with our local partners, volunteers, and other stakeholders to ensure the effective recruitment, placement, and support of volunteers in various international projects. Together, we will deliver impactful and sustainable volunteer experiences. Our volunteer coordinator is responsible for keeping our participating international volunteers safe, learning, and having fun!

Key Responsibilities:

- 1. Program Planning and Development:**
 - Design and develop volunteer programs in collaboration with local partners.
 - Identify and assess the needs of host communities to ensure programs meet local requirements and have a positive impact.
 - Develop program itineraries, schedules, and logistics plans.
- 2. Volunteer Recruitment and Selection:**
 - Create and implement recruitment strategies to attract qualified volunteers.
 - Manage the application process, including screening, interviewing, and selecting suitable candidates.
 - Provide detailed information to prospective volunteers about program expectations, roles, and responsibilities.
- 3. Volunteer Training and Orientation:**
 - Develop and deliver pre-departure training and orientation sessions.
 - Provide comprehensive cultural, safety, and program-specific training to prepare volunteers for their assignments.
 - Create and distribute volunteer handbooks and other resource materials.
 - Volunteer coordinators must have the ability to manage and train department staff.
- 4. Logistics and Coordination:**
 - Arrange travel, accommodation, and in-country transportation for volunteers.

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- Coordinate with local partners to ensure the smooth implementation of volunteer projects.
 - Monitor and manage the logistics budget, ensuring cost-effective use of resources.
5. **Volunteer Support and Supervision:**
- Serve as the primary point of contact for volunteers during their placement.
 - Provide ongoing support and assistance to address any issues or challenges.
 - Conduct regular check-ins and provide feedback to volunteers to ensure a positive experience.
6. **Program Monitoring and Evaluation:**
- Develop and implement evaluation tools to assess the impact of volunteer programs.
 - Collect feedback from volunteers and host communities to improve program quality continuously.
 - Prepare reports and documentation to showcase program outcomes and achievements.
7. **Relationship Management:**
- Establish and maintain relationships with local partner organizations and communities.
 - Collaborate with stakeholders to identify opportunities for new partnerships and program expansion.
 - Represent the organization at relevant events, conferences, and meetings.
8. **Compliance and Risk Management:**
- Ensure that all volunteer programs comply with local laws, regulations, and ethical guidelines.
 - Develop risk management plans and safety protocols to protect volunteers and host communities.
 - Address and resolve any legal or ethical issues that may arise.
 - Volunteer coordinator is responsible for ensuring staff schedules cover 24-7 support for our present volunteers.
9. **Marketing and Outreach:**
- Promote volunteer programs through various marketing channels, including social media, websites, and events.
 - Create content such as brochures, newsletters, and blog posts to attract and inform potential volunteers.
 - Engage with alumni volunteers to support marketing efforts and program advocacy.
10. **Administrative Duties:**
- Maintain accurate records of volunteer applications, placements, and program activities.
 - Manage program budgets and financial records, ensuring transparency and accountability.
 - Perform other administrative tasks to support the smooth operation of volunteer programs.

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Qualifications:

- **Education:** Bachelor's degree in international relations, social work, nonprofit management, service learning, educational leadership, community organizing, or a related field. Most volunteers are either in a health profession or an educator, so a related background or interest would be helpful.
- **Experience:** Previous experience in volunteer coordination, team management, group dynamics, project management, or international development. Experience traveling and living abroad would be beneficial. Most volunteers are either in a health profession or an educator, so a related background or interest would be helpful.
- **Skills:** Excellent organizational, public speaking, communication, and interpersonal skills; proficiency in Microsoft Office Suite, Google tools, and contact management. Ability to lead individuals and groups.
- **Knowledge:** Understanding global development issues, cultural sensitivity, and awareness of international volunteer ethics.
- **Abilities:** Ability to work independently and as part of a team; flexibility to travel and adapt to diverse environments. Attention to detail and excellent customer service are crucial to providing an exceptional experience for program participants.
- **Citizenship:** Open to both Colombian citizens and foreigners.

Compensation & Schedule:

- 2.500.000 COP/mo.
- Work Visa, covering all government fees and doing the actual filing (if foreign)
- Free Housing at Minga House Foundation
- Free Meals when pre-approved in support of volunteer scheduled activities
- Working schedules are flexible and as needed to ensure volunteers are safe, learning, and having fun. Six days per week working as required and one day off can be accumulated forward and used as paid vacation.
- Two weeks of paid vacation during the low season
- Expected to be available 24-7 as needed by volunteers as the person in charge.
- Bonuses: if the department is in the black, the coordinator may request bonuses for himself/herself and potentially also for other staff members

Additional Requirements:

- Willingness to travel nationally & internationally and work in diverse cultural settings.
- Bilingualism - English & Spanish is desired, with a minimum B1 in both languages.
- Ability to obtain a valid passport for travel.

How to Apply:

Ensure you can afford this job for at least two years. It does not pay a lot, but it pays enough for the local market. The job requires a lot of time and will not allow you to have a separate part-time job for additional income. It is best to view this role also as a volunteer role. You will learn

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much, meet your basic needs, be surrounded by a fantastic team of Colombian and foreign staff members, be safe, learn, and have fun.

Send the following to glen@mingahouse.org

- CV/resume
- Intro Video (no more than 1 minute, sharing your English & Spanish language skills)
- Copy of Passport Photo pages showing valid date (if you have one)
- Complete the Volunteering Profile so you know what we ask of volunteers when they apply to participate in our program
<https://www.mingahouse.org/volunteer-colombia.html>