

Application form, Africa 10



Volunteer Team Coordinator

Camara need to recruit 2 (1 male, 1 female) team-coordinators for the Africa '10 program. The role of the Camara Team Coordinator is to facilitate the planning, scheduling and guidance of teaching in Africa. They act as a contact between Camara, the volunteers, local partner and the schools. Becoming a Team Coordinator with Camara is a position of responsibility that should not be taken lightly. Team coordinators are representing Camara to all they come into contact with pre-departure and while in Africa.

There are certain expectations that will be required from you including: reliability, commitment, determination, diplomacy and accountability. It is also a position that creates unforgettable and rewarding experiences.

Role and Responsibilities

Pre-departure

The Team Coordinator will:

- play an active role in pre-departure preparation and will be instrumental in facilitating their team's training, supporting fundraising events and coordinating workshop hours.
- support the Volunteer Coordinator in collecting pre-departure documentation and organising visas.
- facilitate and encourage team member preparation and coordinate meetings to build strong team relationships.
- make contact with local partners and research country information

In Country

The Team Coordinators will travel out a week in advance of the rest of the team to:

- work with local partners to ensure computer labs are set up according to the Camara guidelines.

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- support local partners and schools in arranging the training schedule for the 4 week period.
- confirm accommodation and daily transportation and ensure it is suitable for volunteers

Once the team arrives the Team Coordinators will:

- meet the team at the airport
- assume the responsibility for the conduct and ethos of team
- safeguard the health, safety and security of the team
- be aware of and responsible for the long-term relationship and effect on Camara that the conduct of the team will have on all they come into contact with
- delegate authority and responsibility effectively
- facilitate and encourage the team to hold regular meetings or debriefs at the end of each day
- hold and maintain the team budget
- assist Camara in the ongoing monitoring and Evaluation of the overall project

Pre-departure preparation – Team Coordinator information weekend.

Sat&Sun 15-16 May 2010 (overnight)