



## MIDDLE EAST PROGRAM LEADER 2016-2017

### **Do you have a passion for and experience in the Middle East?**

Want to share that passion while leading a team from bus to hostel to boat to beach? Want to grow as an individual and as a leader? To do it in a cool, critical way, and learn and teach modes of ethical, responsible travel? We are a small non-profit organization looking for experienced leaders, enthusiastic facilitators, fun storytellers, and badass backpackers to lead our Middle East: Behind the Headlines programs in 2017!

#### **Job Purpose:**

Program leaders are the foundation of our organization. OG program leaders act as educators, logistics gurus, and local experts for groups of 8-12 people on a trip of a lifetime! They organize projects and work with our local partners, facilitate activities over a variety of pertinent topics in ethical travel and development, help lead treks and hikes, and organize bin bag fashion shows and city-wide scavenger hunts!

**\*\*PLs must be in country at least two weeks before their first program's official start date. [Find out when your program starts here.](#)**

#### **Duties and Responsibilities:**

##### **Program Lead-Up (January – April, remote training):**

Starting in January, program leaders begin their training remotely and, in teams of two, plan their programs and organize their teams. Most of our program leaders are students, work fulltime, or are already on the road. As long as you have internet access, this can be done from anywhere! Tasks include:

- Attend weekly training meetings
- Make any necessary preliminary plans for the program (including activities, reservations, transportation, as applicable)
- Prepare pre-program informational material for participants
- Draft or amend itineraries, risk assessments, and budgets for each program in the contract, to be reviewed by the Regional Director or Programs Director
- Maintain regular communication with participants and answer any questions they pose.
- Run at least 2 online group meetings per program in contract



- Assist with advertising and marketing efforts for all programs as instructed by the Marketing team
- Complete a Wilderness First Aid Course or the equivalent, if not already certified. (You will be reimbursed \$CAD 250, the average cost for the program)
- Attend a four-day leadership retreat outside of Toronto, ON in Jan/Feb 2017

*\* Workload is 5-10 hours/week on your own time.*

### **On the Ground (May-August):**

Teams fly out in May to complete two weeks of “preconnaissance” before our participants arrive and the programs begin. On the ground, you will be responsible for all the awesome, crazy things that come up when traveling abroad (with the support of your co-program leader and OGHQ) including, but not limited to:

- Running two, 35-day programs with groups of 8-12 participants aged 18-30.
- Performing risk assessments and regular safety checks
- Organizing logistics for your teams (accommodation, transportation, food, etc.)
- Planning and implementing program budgets
- Delegating Community Contribution donations
- Organizing volunteer projects and/or program support with local partners
- Positively and actively facilitating discussions and organized learning
- Running group activities and multi-day trips
- Communicating regularly with OGHQ (blogs, regular check-ins, final reports, etc.)
- Showing your team a side of the city/village/bus system they'd never see without you!

### **What's In It For You?**

Operation Groundswell program leaders will:

- Gain crucial and marketable leadership skills from our PL Training Program
- Receive training in the experiential education model in action at our annual leadership retreat
- Receive training in marketing, group management, program planning and coordination, partner relations and project management, budget building and tracking, and how to make pooping your pants cool.
- Receive experienced support in all of the above while on the ground
- Gain access to OG's partners and partnerships worldwide
- Receive \$1,000 stipend upon completion of the trip
- Receive Wilderness First Aid Training
- Have costs covered to and from the starting point of your program (round-trip flights if you don't live in your country of work)
- Have in-country costs covered while running programming



- Eat unlimited hummus
- Experience an opportunity of a lifetime and see the country in a whole new light
- Guide a team of amazing people into the world of ethical travel!
- Grow within the Operation Groundswell organization

## **Program Leader Qualifications:**

The following criteria must be met before being considered for this position. As an OG program leader, you must:

- Be over 18 years of age
- Have a passion for social change and desire to work with international service organizations
- Have intimate knowledge of your region (i.e. have traveled and/or lived there)
- Have experience and/or competency dealing with emergency (medical and emotional/mental) situations
- Display strong written and verbal communication skills (English)
- Have sufficient local language skills to: hustle for group transportation, bargain for sweet deals, meet with our partners and planning/budgeting projects, translate in community meetings or guided excursions (if applicable), deal with any medical or general emergency
- Have a range of group leadership experience and ability to:
  - Facilitate meaningful discussions and group activities, integrating OG's Core Curriculum and region-specific activities
  - Create planned and spontaneous opportunities for learning experience
  - Support conflict resolution and group cohesion
- Be a badass traveler, think on the fly, and get into the local scene with ease

## **How to Apply:**

**First-round applications close on January 15<sup>th</sup>!**

**NOTE: You will not be considered as an applicant unless you have completed all these steps! This is your first test!**

- 1) Fill out the Application Form here: <http://goo.gl/forms/JzCZadcCYY>
- 2) Send an email with the following subject line: FirstLastName\_PLAPP. The email should contain:
  - a. Cover Letter: Titled: FirstLast\_LETTER. Why Operation Groundswell? Why are you interested in leading a program? What leadership experience do you have? What else would you like us to know about you? Please keep cover letters to one (1) page and, for the love of Pete, don't just reiterate your entire resume!



- b. Resume: Titled: FirstLast\_RESUME. List your recent and applicable work/volunteer experiences.
- c. One of your favourite travel photos of yourself. (No, this isn't a part of our screening process! We get A LOT of applicants and literally need to keep faces to names! We also just love seeing you having fun!)

**Please address all emails to: [jobs@operationgroundswell.com](mailto:jobs@operationgroundswell.com).**