

## 02 Volunteer Coordinator (Short term - Vietnamese)

Projects Abroad is the leading organization recruiting young people from the UK, Europe, USA, Canada, and Australia to do worthwhile volunteer work overseas. In Vietnam, Projects Abroad is registered as an INGO and sends volunteers to teach conversational English, sport at schools, working at disabled centers and hospitals.

Projects Abroad offers a short term **2 to 3 months full time job** for young Vietnamese graduates who are passionate about our volunteer's mission. Selected candidates will coordinate young volunteers who join us on our group trip, short term two week - designed program and supporting volunteers working in Ba Vi district. You will gain invaluable working experience that benefits your future employment. Working location is at Projects Abroad office in Hanoi and our partners' locations with travelling outside with the groups.

Allowance: - USD200-USD300 per month, depending on experience.

### Specific Responsibilities

- Induction and culture induction to young volunteer group, explain formalities of living and volunteering in Vietnam.
- Assist on preparing daily work schedule for volunteers.
- Manage and coordinate volunteer's daily activities. Be proactive on allocating work for them.
- Organizing educational game activities for children with volunteers at the placements.
- Organizing quiz nights/social events for volunteers
- In charge of the well being of the volunteers.
- Consult the office, resolve any problems or issues that arise with volunteers at the placements.
- Support volunteers in their works including providing informal interpretation and translation if needed
- Provide logistical support in and out of the office.
- Perform other tasks as required

### Requirements:

- Vietnamese citizen
- Good command of English, including conversation and translation from Vietnamese to English and vice-versa
- Study Social work, Nursing or medical
- Good Organizational skills. Ability to work in a team and individually
- Experience in volunteering or working with volunteers
- Some experience on coaching others.

- Some knowledge of development work is an advantage, but is not essential
- Friendly and personable. Good communication skills (especially in working with people from different backgrounds);
- Enthusiastic to work in different culture and relish the opportunity to work in challenging environment.
- Flexible and able to take direction and accept feedback from supervisors
- Physically fit and able to travel.
- Able to remain calm and efficient under pressure
- Mature in attitude and outlook
- Good computer skills, familiar with Microsoft Office applications

Interested applicants please send a cover letter in English and a CV and copies of relevant degrees/certificates to:

## **Projects Abroad Vietnam**

**E-mail:** [diepbui@projects-abroad.org](mailto:diepbui@projects-abroad.org)

Application Deadline: **Thursday, 05th May 2016**. These position will be started late May/early June and finishing on July/mid August 2016.