

SOUTHEAST ASIA: ANIMAL CONSERVATION PROGRAM LEADER

Do you have a passion for and experience in Thailand and Cambodia?

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 Southeast Asia: Animal Conservation programs in 2019!

Job Purpose:

Program leaders are the foundation of our organization. OG program leaders act as educators, logistics gurus, and local experts for groups of 8-14 people on a program 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!

Duties and Responsibilities:

Program Lead-Up (February - May), remote training):

While your Regional Directors will have done a big chunk of the preliminary work before your programs begin, there will be certain things that you, as Program Leader, will be responsible for before your programs begin:

- Attend weekly or bi-weekly training sessions and/or meetings with your Co-Leader, and your RD or staff member from OGHQ
- Finalizing details of the program itinerary with your Co-Leader
- Submitting a draft budget for your program before starting PreCon
- Submitting a draft Risk Assessment for your program before starting PreCon
- Maintain communication with all participants on Program before their programs begin (answering emails, and posting regularly on Facebook)
- Host 2 online meetings with participants before the beginning of program
- Attend a four-day leadership retreat outside of Toronto, ON in early April 2019 (exact dates TBD)

**** *Pre-Program workload is 5-10 hours/week*

On the Ground (May - September):

Program Leaders will arrive in India in **May 2019*** to complete two weeks of “preconnaissance” before our participants arrive and the programs begin. On the ground, you will be responsible for many tasks including, but not limited to:

- Performing risk assessments and regular safety checks
- Organizing logistics for your teams (accommodation, transportation, food, etc.)
- Planning and implementing program budgets
- Organizing community-requested 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!

***The start date/month for the job listed is the in-country date and is flexible depending on the program, but PLs must be in-country at least two weeks before their first program's official start date. [Find out when your program starts here.](#)**

Programs included in this contract:

1. Southeast Asia: Animal Conservation Early Summer (40 days, May 26-July 4)
- Stipend: \$1000 CAD
2. Southeast Asia: Animal Conservation Late Summer (40 days, July 14-August 22)
- Stipend: \$1000 CAD

What's in It for You?

- 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
- Receive Wilderness First Aid Training
- Receive training in experiential education, group management, program planning and coordination, partner relations, project management, budgeting, and how to make pooping your pants cool.
- Gain access to OG's partners and partnerships worldwide
- Eat unlimited Pad Thai, Amok, and rice!
- 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
- 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 willingness to acquire sufficient Thai and Khmer language skills to organize group meals, facilitate immersion, hustle for transportation, and deal with emergencies
- 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:

Applications close on December 25th!

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.