https://jobs.ua/job-team-leader-3846336

Ваш надійний помічник

Team Leader

Київ, 27 березня 2025

Компанія: Global Volunteers (https://jobs.ua/company/id/1639989) (Всі вакансії)

Рубрики: Керівництво

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

Human and Economic Development Organization seeks Program Team Leader in Kyiv and Lviv: This FT position requires a very high degree of self-motivation and management ability. The individual must be a good communicator and possess superior skills in coordinating projects and groups of people. Minimum education requirement is a four-year degree.

POSITION PURPOSE:

This position exists to:

1. Actively facilitate and enhance individual volunteer opportunities to work with, and learn from and about, local people.
2. Create a work environment for each Global Volunteers team that engages both local people and volunteers in successful service programs that are consistent with Global Volunteers' mission.
3. Manage the logistics for, and all activities related to, the Global Volunteers service programs held in your country.
4. Assist the International Operations department in various capacities.

REPORTING:

This position reports to the Director of International Operations for Europe and Asia Programs (DIO).

PRINCIPAL RESPONSIBILITIES:

A. Ongoing Responsibilities

1. Maintain close and open communications with Global Volunteers' host organization, community partners, the local community, local and national government agencies, and other entities as appropriate.
2. Work with the DIO to establish the calendar for future Global Volunteers' service programs.
3. Make all logistical and programmatic preparations for each Global Volunteers' team.
4. Maintain a detailed record of all community-specific logistical information.
5. Manage and maintain detailed record of program finances.
6. Provide photos and written material for Marketing Department.
7. Provide information for community-specific orientation materials such as the FAQ, packing lists, resource guide, reading list, Volunteer Manual inserts and other items as requested.
8. Help develop community-specific promotional materials for the Global Volunteers website, newsletters, and community invitations.
9. Keep DIO informed of all local and national political, social, and economic issues and events that have a bearing on the Global Volunteers' host community/country.
10. Attend Global Volunteers' 1-2-week team leader training held in the US or another location (every two years).
11. Have a firm understanding of Global Volunteers' Philosophy of Service, vision, mission, and service program policies and guidelines and communicate this to all host organizations and their staff members and volunteers.
12. Promote Global Volunteers within host community and country.
13. Perform other duties as assigned.

B. Before Each Service Program

1. Coordinate and organize community work projects in collaboration with local leaders.

2. Provide incoming volunteers with the necessary information and support prior to arrival via email.
3. Assign volunteers to work projects based upon the needs of the community and the skills and desires of individual volunteers.
4. Receive and review each volunteer's health and skills forms, and flight itineraries when received.

C. During Each Service Program

1. Ensure that volunteers are met at international airport.
2. Orient each team of volunteers according to Global Volunteers prescribed procedure.
3. Ensure the safety and security of the volunteers at all times.
4. Coordinate all program logistics; e.g., lodging, ground transportation, meals, and related issues.
5. Track all expenditures and collect supporting documentation.
6. Provide the opportunity for every volunteer to be fully engaged in the work to be performed.
7. Keep the team informed of the on-going schedule, work assignments, logistics, etc.
8. Facilitate daily volunteer team meetings (morning meeting and evening conversation).
9. Manage each service program such that the costs are within the budget parameters.
10. Submit timely and complete financial and other descriptive program reports.

KNOWLEDGE, SKILLS AND ABILITIES:

We seek a highly self-motivated and skilled leader with strong management abilities. The ideal candidate is an exceptional communicator, and adept at guiding diverse groups effectively.

Key requirements:

- Bachelor's degree (four-year university) required.
- Proficiency in English.
- Strong leadership, teamwork, and problem-solving skills.
- Ability to adapt to changing circumstances with flexibility and resilience.
- Commitment to Global Volunteers' Philosophy of Service and mission to wage peace and promote justice.
- Must reside in Kyiv, Ukraine.

Success in this role requires a deep dedication to service, the ability to work collaboratively, and the capacity to inspire and manage teams in dynamic environments.

HOW to APPLY:

Interested candidates should send their CV and cover letter in English to UKRTL@globalvolunteers.org. Only shortlisted candidates will be contacted for further consideration.

Контактна інформація

Контактна особа:	Olga
Сайт:	https://globalvolunteers.org/