



ISV Project Leader Position Description

Costa Rica

Title	Project Leader
Organization	International Students Volunteers
Section	Costa Rica Program
Unit	Volunteer Projects
Responsible to	Costa Rica Project Coordinators and Costa Rica Program Director
Day to day support	Costa Rica Project Coordinators
Location	Varies across Costa Rica depending on project
Hours	2 week project blocks (minimum 4 week commitment), during the program season May - September 2010
Salary	Based upon experience and qualifications
Dates	3-4 days in April, 2010 (for Project Leader Training) and projects start May, 2010

Organization Background

International Student Volunteers (ISV) operates educational volunteer and travel programs for young adults in seven countries including Costa Rica. The ISV program has been in operation since 2002, and about 15,000 young adults from around the world have participated. The ISV program creates an environment that combines conservation, community development, education and recreation into the ultimate adventure program for people who desire to make a difference by volunteering. The program combines two weeks of volunteer work in the area of conservation or community development, with a two week outdoor adventure tour in the same host country.

Next season, ISV participants will reach two million hours of volunteer service around the world, providing humanitarian aid and assisting local organisations and communities with conservation and sustainable development initiatives. The ISV Costa Rican program focuses on hands-on local research-conservation and education for wildlife, habitat restoration, community support projects, and children education/activities. ISV is affiliated with certain universities that offer academic credit to some students for their participation in the two week volunteer project. More information on ISV can be found at www.isvonline.org.

Scope of Position

The ISV Project Leader is responsible for leading two or more groups of international volunteers on two-week conservation or community development volunteer projects as part of the ISV Costa Rica program. Each volunteer team consists of approximately 10-12 university student volunteers from North America and Europe aged 18-25. ISV Project Leaders work closely with a partner host organization to achieve the project's goals, and to facilitate the educational components of the ISV program. Project Leaders will ensure that the volunteer experience is safe, educational and fun for the participants. ISV's ultimate vision is that the volunteers will be inspired by the program to become more active



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global citizens on both a local and international level, empowered to live more sustainably and encourage others to make a difference by volunteering.

1. Key Responsibilities

- **Volunteer safety.** Be proactive in monitoring safety risks, workload, and work environment, undertake reasonable steps to minimize risks to self and others. To administer first aid when needed
- Daily supervision of the volunteer group
- Proactively identify and foster learning opportunities for ISV participants
- Share knowledge to help facilitate learning and working cooperatively with host organization staff
- Develop, coordinate, lead, assess, and assist participants to lead, six group discussions during each two week project
- Guide and assist the participants where needed on the necessary components of a field journal and the grading of journals of students earning academic credit (where applicable)
- Lead by example and work on all project tasks with the participants as outlined and directed by host organization staff
- Plan and organise email communication with participants and host organization staff no later than two weeks prior to each project
- Assist the delivery of a thorough orientation with host organization staff outlining safety, accommodation, daily travel logistics, project tasks and goals
- Liaise with the ISV office to ensure compliance with ISV policies and procedures including active participation in project leader training
- Develop and maintain ISV-host organisation relationships in a way that supports and improves the goals of the program
- Complete all required paperwork and submit in accordance with deadlines
- Develop and implement a range of strategies to maintain the energy, educational benefits and momentum of the ISV participants over the program
- Facilitate group travel using public transportation between Heredia and project locations (throughout the country)

2. Budget

- Handle petty cash for ISV-authorized or emergency expenses, and complete required expense reports

3. Policy

- Ensure that company policy and procedures are adhered to in all projects and contribute to the review of policies and procedures as required



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4. Knowledge and Experience

- Broad knowledge of cultural, social and conservation issues in Costa Rica.
- Understanding of, and experience in working with young adults in outdoor volunteer and educational programs
- Outdoor leadership experience
- Computer literacy particularly e-mail usage
- Bachelor's degree or minimum two years of experience leading groups and/or working in rural areas of Costa Rica
- Master's degree in a related area in order to lead students earning academic credit

5. Skills & Personal Attributes

➤ Essential Skills – skills of a high order are required in the following areas:

- Excellent leadership (interpersonal and facilitation)
- Fluency (80%) in English and Spanish (verbal and written)
- Attention to detail
- Excellent written and verbal communication
- Ability to work as part of a team and independently
- Ability to undertake physical, sometimes strenuous, volunteer tasks
- Proficiency in logistics coordination
- Demonstrated capacity to engage, inspire and communicate with young people
- Current Senior First Aid certificate is required and/or Wilderness First Aid Certificate (desirable)
- Personal Attributes
 - High levels of energy and motivation
 - Comfortable in the outdoors and with physical activity (e.g. manual labor tasks)
 - A commitment to supporting young people to contribute to the work of International Student Volunteers and partners
 - Positive attitude and creativity
 - Strong work ethic, capacity to work effectively and be a self-starter
 - Ability to foresee problems and address them before they occur
 - Patience and tolerance for other perspectives
 - Ability to work long hours including some weekends and travel

6. Travel

All Project Leaders must be available to attend staff training in Costa Rica or the Dominican Republic (travel costs, food and lodging included) in April, 2010. This training is compulsory for all field staff.



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The position will require intra/interstate travel to lead groups of volunteers. It is a condition of employment that staff abides by all company security and safety protocols, ISVs policies and procedures.