

Job Description Volunteer & Residence Coordinator



Midwives for Haiti (MFH) increases access to skilled maternity care in Haiti by training skilled birth attendants (SBAs) and providing ongoing and adaptable solutions including institutional strengthening, transport and referrals, and clinical care provision. Please refer to our website to learn about our programs at www.midwivesforhaiti.org.

Position Summary: Midwives for Haiti is seeking a Volunteer & Residence Coordinator to be a full-time host for the Midwives for Haiti House and office in Hinche, Haiti. Responsibilities include creating and managing the volunteer schedules, orienting volunteers to MFH programs and the Haitian health system, coordinating services and staff at the MFH guesthouse, and facilitating transportation and translation services. The Volunteer & Residence Coordinator must maintain equanimity in the midst of a busy crowd and be willing to work extensive hours. He/She should enjoy working with people and be friendly and approachable. He/She must also be self-reliant, hard working, mature, and able to live in a developing country setting. The Volunteer & Residence Coordinator will report to the In-Country Director and Executive Director.

Start Date: Immediately

Work Days: Position is full-time and requires availability evenings and weekends

Length of Commitment: 1 year minimum

Placement: Hinche, Haiti

Compensation/Benefits: \$500/month salary, additional travel stipend, health insurance, emergency evacuation insurance, 6 weeks vacation, room and board at Hinche house

To apply: Please submit a resume and cover letter to volunteer@midwivesforhaiti.org. Please make sure to include the date that you would be available to start. Applications will be accepted on a rolling basis.

Deadline to Apply: July 21st, 2017

Key Requirements:

- Professional fluency in English required, proficiency in French or Haitian Creole desired
- Bachelor's Degree (Social Sciences or Relevant Field Desirable)
- Excellent multi-tasking and organizational skills
- Strong social and communication skills
- Excellent command of MS Office

Essential Duties and Responsibilities include but are not limited to the following:

Volunteer Recruitment and Orientation

- Oversee volunteer application process, conduct interviews for candidates, and ensure proper documentation for candidates is received and filed
- Ensure volunteers receive proper information and orientation prior to their arrival

- Communicate with volunteers to create ideal volunteer schedule which maximizes their relevant skill sets and benefits MFH programs
- Maintain and develop appropriate pre-trip and in-country cultural orientation for all volunteers and visitors

In-Country Program Management

- Prepare rooms and beds for volunteers and visitors on a weekly basis
- Coordinate tours for the MFH house, Hinche town, and partner hospital
- Coordinate logistics for transportation for volunteers during their stay
- Work with Cooks and House Manager to supply house with appropriate food and supplies for volunteers.
- Coordinate translators and ensure language needs are met for each volunteer
- Serve as liaison contact for logistics and planning for large visiting groups
- Hold meetings as needed with house staff including, House manager, Cooks, Security, Translators, and Drivers

Volunteer Support

- Serve as a liaison between volunteers and program staff and serve as a representative of MFH to all visitors
- Provide proper emotional support and debriefing for volunteers during their stay as well as information or resources on advocacy and fundraising
- Document any incidents involving safety and poor performance that occur between volunteers and staff through incident reporting process
- Design and implementing programs and policies to improve the volunteer experience with support of the In-Country Director

Social Media and Alumni Support

- Proactively document the work of MFH volunteers to support our marketing efforts and communicate this to the Communications Director
- Maintain regular contact with volunteer alumni and donor base through social media and other forms of communication
- Collect feedback and media materials from volunteers from their experience and integrate current volunteers into volunteer alumni networks
- Manage content and post regularly to Midwives for Haiti Volunteer Facebook page

Expectations:

- Any employee of Midwives For Haiti will adhere to the core values of the organization. Our core values include:
 - **Genuine Partnership-** We will strive to be in genuine partnership with those who share our vision.
 - **Education-** We will deliver education that enables critical thinking and competent autonomous practice.
 - **Compassion-** We will embody the compassionate service that is an essential characteristic of quality healthcare.

- **Faith-** We will act with the belief that change can occur, one person at a time, and through the efforts of small groups of people who believe it can.
- **Pragmatic Solidarity-** We will strive to find culturally and resource-appropriate solutions to community-identified problems by means of respectful communication with the communities we serve.
- All MFH employees will treat all students and patients with compassion and a willingness to negotiate conflicts.
- All MFH employees will be professional at all times in appearance and promptness, and demonstrate a character that is beyond reproach in the community.