



Baobab Volunteering Services

Vacations with Impact

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OVERSEAS: 1-336-310-8902

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www.Baobabvolunteer.com

National Director

Job Description

General Purpose

National director plans and carries out all coordination and mobilization of volunteers in the service area. She/he is responsible for ensuring volunteer and intern satisfaction and managing quality of service delivery and volunteer satisfaction.

Main Job Tasks and Responsibilities

Recruiting volunteers

Evaluating an organization's volunteering base, marketing, advertising, conducting selection process for volunteers and matching them with the partners overseas.

Organizing Suitable Placements

Seeking placement partners, receiving placement requests, managing partner organizations' expectations, choosing placement locations, organizing placement accommodation, and managing accommodation expectations.

Volunteer and Interns Advising

The national director will be honest, realistic, and transparent in providing prospective volunteers with help and advise on costs, budget and fundraising strategies reach their goals for travel abroad.

Training, Orientation and Debriefing

Offer pre-departure training and possible in-country orientation for first time volunteers and also debriefing for returned volunteers. Part of the training and orientation will include adjusting to cultural differences, recognizing cultural differences, coping with cultural change, and trying to recognize volunteers' needs and match them to correct partner organization.

Country Coordinators

Develop good communication with country coordinators, solve imminent problems, provide all information needed before arrival of volunteers, respond to any need that may arise.

Education and Experience

- knowledge of relevant computer applications
- knowledge of principles and practices of marketing and sales
- knowledge of customer service principles
- knowledge of basic business principles and volu-tourism
- experience in overseas, travel abroad or international dealings
- experience in making presentations
- proven ability to achieve sales targets

Key Competencies

- Goal oriented, planning and strategizing
- Persuasiveness and full of energy
- Independent, self motivated and high adaptability
- Verbal and written communication
- Negotiation skills
- Resilience and tenacity
- Stress tolerance and Ability to Travel Overseas

Qualifications & Experience

- Degree in any field and extensive traveling overseas is desired
- 2-3 years experience (preferred but not required) in international/overseas related field and dealings with international community.
- Customer services, telephone marketing, cold calling and follow up.
- Strong communication skills and professionalism are desired.
- Knowledge of computer especially proficiency in Word, Excel, Google Apps, Email campaigns and Social Media

Position

1. The position is part time (PT) with the possibility to become FT based on the demand.
2. Negotiable salary with commissions for companies and organizations sending group volunteers.

Nature of the Position

1. Work at the comfort of your home and come to the office
2. May require traveling nationally and abroad
3. Making presentations, webinars and conference calls
4. Grow with the organization and harness creativity

For more information contact Luke at 336-310-8902 or email go@baobabvolunteer.com
