Habitat for Humanity®

Global Village Program

Team Leader Job Description

Desired Skills and Experience:

- Excellent oral and written communication skills.
- Demonstrated understanding of the Habitat ministry.
- Capability and commitment to learn and apply the GV team leader process.
- Capability to closely follow documented GV accounting procedures.
- Proven organizational skills.
- Positive group leadership experience.
- Flexibility/problem-solving capability.
- Commitment to Habitat's spiritual/devotional orientation.
- Ability to deal with health issues, medical emergencies and natural disasters.
- Cultural sensitivity.
- Sense of humor.
- Commitment to financial and environmental stewardship.
- Significant international experience a plus (not necessary for those leading within the United States).

Job Description

Job Title: Global Village Team Leader (Volunteer)
Department: Volunteer Mobilization
Program: Global Village (GV)
Reporting to: HFHI GV Volunteer Engagement Specialist
Cross Functional Reporting to: Host GV coordinator

Supervisory Responsibilities:

Coordinate the activities, both work and planned cultural activities, of eight to 20 team members for the duration of the trip—usually 10 to 18 days.

General Purpose of Job:

GV team leaders are trained volunteers who, in partnership with a host program and HFHI GV support team, plan, organize and lead short-term work trips to hosting Habitat programs in both international and U.S. locations. They serve as representatives of the Habitat mission and GV program, and as advocates for both. The entire process, from conception to completion, spans six to 12 months.

Essential Duties and Responsibilities:

The most essential and important functions and responsibilities of the GV team leader job are listed below. ***The number in parentheses indicates the percentage of total time typically spent performing that function.***

Trip Planning

- Assume the leadership role, in cooperation with the HFHI GV support team and host GV coordinator, in planning the trip: scheduling; reviewing the standard budget and itinerary; communicating with the host GV coordinator; marketing; and increasing one's own knowledge of Habitat for Humanity, the host country, and cultural awareness and sensitivity. ***(15%)***

Organizing and Fund Raising

- Interview applicants; select compatible team members and solicit trip deposits; finalize team roster and provide payment schedule; facilitate fundraising; manage team member expectations through regular communications and solicit team member paperwork. ***(20%)***

Predeparture

- Receive and administer expense advance from GV; assemble and review final paperwork, emergency plan and devotional materials; devise and communicate arrival plan; maintain clear and concise communications with team and host. ***(10%)***

In country

- Present team orientation; coordinate team activities from arrival to departure, including lodging, meals, transport and planned cultural activities; serve as liaison at build site; manage team expectations and dynamics; provide spiritual leadership; administer team finances; constantly be prepared to handle emergencies. ***(50%)***

Post-trip

- Assist team members with re-entry issues; reconcile team finances and submit final financial report to HFHI GV logistics coordinator; continue to be an advocate of the GV program and the Habitat mission. ***(5%)***

Fiscal Responsibilities:

Work with the host and HFHI GV volunteer engagement specialist to review team budget; manage team expenses to stay within that budget; carry and disburse team funds, retaining receipts and maintaining accurate records of expenses; prepare and submit a final accounting summary in accordance with GV practices; and demonstrate faithful financial stewardship. Accounting of team funds must be accurate and supported by receipts.

Language Requirements:

It is helpful if leaders are fluent in the language of the host country, but not mandatory. Teams to Central and South America require one conversational or fluent Spanish speaker for every five team participants. If the Spanish-speaking ratio is not attainable, a translator must be hired, as is the procedure in other non-English speaking countries.

Education and Experience:

Team leaders must take the Habitat Learns e-courses, be certified in CPR and first aid, and attend a Global Village team leader training prior to leading a team. Experience in group travel, leading groups, international travel and prior travel to the host country are desirable.

Certificates and Special Skills:

Excellent oral and written communication skills; computer competence; demonstrated understanding of the Habitat ministry; capability and commitment to learn and apply the GV team leader process and to closely follow documented GV procedures; proven organizational skills; flexibility; problem solving ability; commitment to providing spiritual/devotional leadership; ability to deal with health issues, medical emergencies and natural disasters; cultural sensitivity and a sense of humor; commitment to financial and environmental stewardship.

Physical Demands:

Typical demands of international travel; physical labor at build site.

Work Environment:

At some destinations accommodations may be basic—sleeping on cots, dorm-style rooms, pit toilets, etc. Food is local and may not be what you are accustomed to; bottled water is provided; heat, humidity and insects may abound. Professional medical assistance may be hours away.

Communication Requirements:

Voice mail, email access.

Benefits and Compensation:

GV team leaders realize the benefit of making new friends—team members, locals and global partners—and experiencing a new culture; the satisfaction of having advanced to the leadership level of volunteerism and knowing that the team members, the GV program, Habitat for Humanity and the partner families have benefited from your service.

Team leaders are not monetarily compensated. However, part or all of the cost of the team leader's participation in the trip may be incorporated into the cost of the entire team. The team leader may pay as little or as much of his/her trip expenses, including airfare, as desired; any funds the team leader contributes will increase the donation to Habitat. Incidental trip expenses incurred by the team leader are also included in the team budget.

Habitat for Humanity®

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Global Village

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