



leave your handprint on the world

## **Volunteer Mentor Program Coordinator** *International Development Intern*

### **Job Description:**

Looking to gain hands on experience in International Community Development whilst living and working overseas? FutureSense has a great International Internship opportunity! We're looking for travel enthusiasts who are keen to make a difference to local communities in less developed countries to help coordinate programs and mentor volunteers across the globe!

FutureSense Foundation is an International Development charity that works globally focusing on the areas of education, child welfare, health and livelihood support. Through our volunteer brands GapGuru, Challenges Abroad and Inspire we recruit volunteers to deliver our FutureSense Foundation Long-term Development Programs across our hubs and help further our mission. Please follow the work the FutureSense Foundation is doing globally by visiting <https://futuresensefoundation.org>

The VMPC - International Development Interns are key to the successful implementation of these programs, helping to direct and manage the work of the volunteers on the ground. **You need to be energetic, hard-working, enthusiastic and eager to learn a wide range of new skills!**

### **Interns will be located in-country at the following locations:**

Battambang, Cambodia  
Mae Sariang, Thailand  
Dhulikhel, Nepal  
Palampur, India  
Urubamba, Peru

### **OVERVIEW:**

The FutureSense Foundation is seeking International Development Interns who can provide support to our In-Country teams, volunteers and community partners

through project coordination, volunteer support through logistics as well as facilitating their global citizenship journey, in-country research, and monitoring and evaluation. You'll gain valuable experience planning and managing group logistics, leading teams of international volunteers, working closely with local partners in a cross-cultural environment and of course, making a rewarding difference in the communities in which we work.

## **RESPONSIBILITIES**

### **1. Volunteer Logistics**

- a. Assist with the preparation of pre-departure documentation and program reports for the groups and individual volunteers with whom you are working;
- b. Plan and manage volunteer logistics throughout the entire stay;
- c. Provide support and mentorship to volunteers from their arrival in-country to their departure, from airport pick-ups, orientations and cultural understanding to enable them to make the most of their time overseas;
- d. Conduct weekly debriefs and reports highlighting overall volunteer experience and progress towards outputs and overarching goals.

### **2. Program Management**

- a. Support the in-country management team on implementing the volunteer group project in-line with the country strategic plan and development programs;
- b. Coordinate and support volunteers in delivering outputs while ensuring compliance;
- c. Analyze achievements against initial goals and design recommendations for program improvement;
- d. Create content for social media outlets and fundraising campaigns.

### **3. Monitoring & Evaluation**

- a. Assist with the evaluation of progress and overall progress towards the organization's development goals;
- b. Support the in-country team in conducting key informant interviews and focus group discussions in-line with assessment tools and exiting frameworks.

#### 4. Capacity-building & Training

- a. Attend training sessions and workshops conducted in office with the in-country team on issues relevant to the field of international development;
- b. Participate and lead activities with volunteers regarding key issues concerning international development, South East Asia, and Cambodia.

#### **REQUIRED SKILLS:**

- Interest and commitment to the Mission of the FutureSense Foundation
- Interest and passion for international community development
- Undergraduate degree completion
- Fluency in written and spoken English; Spanish language comprehension for Peru location
- Overseas travel experience – travel to developing areas a plus
- Good level of proficiency in Microsoft Office, Outlook 365, Flickr and other social media platform
- Previous experience leading and influencing a team to achieve project objectives
- Excellent organizational skills and attention to detail
- Taking initiative and work independently in a fast-paced environment
- Positive working attitude and excellent problem-solving skills
- Available for a minimum 4-month commitment - possibility for long-term positions based on opportunity and need

#### **OPTIONAL:**

- An eye for photography or videography that you could use to create quality media content for the hub, our supporters, and for future volunteer engagement

#### **The Package:**

Although not a paid internship, you will be provided your accommodation as well as remunerated with a small local living stipend and any work-related expenses. Flights, Visas and Insurance are not included.

## **HOW TO APPLY**

We love new ideas and are looking for passionate people, so if this sounds like the position for you, apply below today!

We are interviewing and hiring on a rolling basis, so please submit the following documents to Sarah Morgan at [sarah.morgan@futuresense.co.uk](mailto:sarah.morgan@futuresense.co.uk) as soon as possible:

- **CV**
- **Covering letter** outlining why you'd make the perfect addition to our team
- **2 professional references**