

Up with People Road Staff Position Description

Title: Education Coordinator
Reports to: Education Manager
Department: Education
Starting Date: January or July



Core Responsibilities:

- Act as a coach, role model and mentor in the participants' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for participants and community members.
- Attend to participant needs, counseling and feedback.
- Work with all staff facilitators to ensure the successful implementation of the entire Up with People program by participating in a variety of program components.
- Build and maintain relationships with outside constituencies, including host families, prospective participants, donors and supporters.

Specialized Responsibilities (*with other Education Team members*):

Up with People Curriculum

- Facilitate the learning of all participants through weekly educational sessions on the Up with People curriculum and make connections to other elements of the program.
- Coordinate and facilitate additional career or school focused activities that will help participants with life after their Up with People semester.
- Coordinate a team of participants responsible for presenting current events/news to cast through announcements, making newspapers available and presentations.
- Facilitate opportunities to have discussion groups and debates on global issues, cultural values or topics of interest.

Regional Learning

- Plan and implement Regional Learning activities.
- Create new opportunities for participants to maximize their visit to every city.
- Help participants understand and appreciate cultural differences on tour and within the group focus on cultural distinctions, communication styles and social issues.
- Help secure guest lectures throughout the tour on the topic of intercultural understanding as well as topics relevant to city specific issues.
- Prepare cast for cultural transitions during the semester.
- Schedule, prepare and provide feedback to participants for Culture and Country presentations.

Community Service Learning

- Organize and deliver the Community Action (CA) projects and make connections to the other components of the program.
- Oversee the preparation, implementation, and reflective learning as it relates to CA Days.
- Coordinate schedules, agendas, and teams for school presentations, including presentation training for cast. Adapt school project training manual as needed, with curriculum manager.
- Coordinate and facilitate rotation and training for CA Crew Leaders.
- Oversee partnership building with community organizations and alumni involved in CA activities.

Other

- Mentor internship delegates throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.
- Ensure that learning is reflective, thoughtful, creative and ongoing.
- Facilitate opportunities for ongoing interaction between participants and community members.

- Participate in Advance Team trainings.
- Responsible for tracking education supplies and sending inventory lists to the Denver office prior to leaving a continent and at the end of the semester.
- Receive cross-training on admissions and group facilitation in order to support all department functions.
- Perform in the show with superior skill and professionalism when necessary.

Qualifications:

Essential

- A model of exemplary ethics.
- Experience in high intensity work environment
- Ability to work successfully with people in diverse and international team environments.
- Strong public speaking skills.
- Strong verbal and written English skills.
- Strong organizational skills.
- Experience with facilitation and design of experiential and traditional education lesson plans.
- Experience in planning, implementing and evaluating projects (community service learning projects or other projects).
- Ability to maintain confidentiality and exercise discretion.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.

Preferred

- Lived or worked in a foreign country.
- Experience learning a Second language.
- Successful experience in crisis management.
- Successful experience in conflict resolution.
- Experience with budget management.
- Bachelor degree or equivalent highly desired.

Notes:

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- This position expects a minimum one year (two-tour) commitment.
- All Up with People road staff members are expected to have a valid driver's license and be willing to drive in all regions of the tour.
- Transportation from your home airport to Denver as well as from your last project assignment of the semester to your home will be covered by Up with People.
- This is a volunteer staff position. As a result no compensation is offered. You will receive a monthly per diem towards reimbursement of expenses.

To apply for this position, please send a resume or CV along with a cover letter to Employment@upwithpeople.org. In the "Subject" line, include your name and the position for which you're applying along with the program start date, (January or July and Year)