

# **WORKCAMP MANAGEMENT PROJECT**

## **SUPPORTING WORKCAMP DEPARTMENT**

### **AT SJ VIETNAM**

#### **Solidarités Jeuneses Vietnam's project**

**Project title:** Supporting Workcamp department at SJ Vietnam

**Position and title of post:** Volunteer as SJ Vietnam workcamp coordinator to help the staff members to manage workcamps.

**Project owner:** Solidarités Jeuneses Vietnam (SJ Vietnam)

**Duty location:** SJ Vietnam office and project sites in/around Hanoi and provinces nearby.

**Duration:** At least 3 months

## **1. About SJ Vietnam**

SJ Vietnam operates through a network of national non-profit organizations and partner organizations in Europe, The Middle East, Asia, Africa, South and North America, and Australia.

It organizes short and long-term international workcamps, actions of social integration, training activities, international solidarity actions and runs small Youth centers in Hanoi. SJ Vietnam is a full member of UNESCO – CCIVS and NVDA.

Through these actions, SJ Vietnam aims to promote:

- The voluntary participation of all, particularly young people and those in social disadvantaged situation, in local, national and international life.
- Local development that takes into consideration the needs of the individual, the environment and the cultural heritage into consideration.
- The breakdown of barriers between generations, cultures and nations.
- A concrete construction of peace. SJ Vietnam mobilizes young people themselves to bring the values of tolerance and respects for all human beings without any political or ideological cleavage. The management of the organization and all our activities are open to all young people without any discrimination: we select our volunteers only based on their motivations. For each activity, national or international, we try to have lowest cost possible to be accessible to everybody.

Basically, the activities of the hosting projects which are organized with volunteers are work camps (renovation, masonry, carpentry, joinery, teaching, children activities, environment protection, painting, art performance, etc) and local development (short and long-term projects).

## **2. Description of work**

The long-term volunteer will be a full member of the national and International SJ Vietnam organization.

- She/ He will support the workcamp coordinator. It will be not only very interesting but also challenging for you.

- She/ He will assist the local host with the logistics of the work project. This usually means that you will be their main contact at the camp.

- She/ He will be in charge of running the workcamp meetings, helping to establish a cooking/shopping schedule, assisting with free time activities, etc. If the camp is well organized you will mostly help facilitate communication within then group. If the camp is not well organized or the work project does not meet the description, you can help to facilitate the communication between the volunteers, the camp leader and the community. A successful co-leader arrives at his/her workcamp with a positive attitude, lots of energy, ideas for fun group activities, and a spirit determined to make the program successful.

- Besides, together with other SJ Vietnam staff, he/ she will look for new partners and prepare the workcamp program for the following year, update the infosheet.

- She/ He will promote SJ Vietnam workcamps by sending Friday list every two weeks to our partners.

- She/ He will update the information about the workcamp current situation on the website.

### **3. Duties and responsibilities**

#### **a. Welcoming**

- Register applicants properly, the needs of incoming volunteers due to their

- Application forms.
- Make orientation for the new volunteers: introduce SJ Vietnam (its structure, staff, projects, etc....)
- Answer questions from volunteers.
- Coordinate orientation day (1 full day): info about the city, market, public transport, etc.
- Prepare ice breaking games.
- Organize an international welcome and farewell party including local volunteers.
- Inform volunteers and local partners about their responsibilities
- Keep in contact with the sending organizations (follow-up and feedback)
- Inform SJ Vietnam workcamp coordinators if unregistered volunteers join the workcamp.

#### **b. During the work camp**

- Ensure activities are carried out as planned and are on target.
- Organize daily short meeting with volunteers about the work done and the schedule for the next day.
- Check that the quantity of work for volunteers is optimal.
- Participate actively to the project with volunteers.
- Check on that the schedule is followed
- Help the volunteers feel comfortable with the project, welcome and talk to each of them to establish a good individual relationship and to ensure that they do not have avoidable problems, and that they remain happy with the project.

- Act as the link between volunteers and project host organization
- Motivate the group of volunteers to ensure that they are able to carry out the agreed program, such as ensure that everyone gets to work on time.
- Coordinate and participate with the volunteers in the domestic arrangements such as meals and cleaning to ensure that the basic needs of the volunteers are met.
- Ensure clean water, sufficient food, and other health and safety considerations of the volunteers. Volunteers must not be exposed to any unnecessary risk to their health or to accidents in work or leisure activities.
- Try to involve everyone in the project so that no volunteer feels excluded from the group and none is alienated from the project.
- Ensure that any problems encountered are dealt effectively and efficiently and that any conflict issues are properly addressed and resolved.
- Encourage volunteers to save energy
- Help volunteers to organize leisure activities.
- Organize evaluations at the middle and at the end of the workcamp with volunteers.

#### **c. Last day**

- Organize the cleaning of the accommodation and the work place.
- Distribute address list.

#### **4. Candidate requirements**

- Excellent management skills

- Sent by a local voluntary organization or to be a member of a voluntary organization.
  - Over 18 years old.
  - At least one workcamp experience.
  - Be capable to work independently and without support
  - Accept to work with people having heavy social difficulties.
  - Be open minded and ready for action.
  - Aware of intercultural differences.
  - Able to share responsibilities with volunteers and encourage them.
  - Prompt to react to unexpected situations.
  - Able to solve intercultural and personal conflicts.
  - Should be ready to live with volunteers full time in basic conditions.
  - Have a strong understanding and experience about voluntarism.
  - Have a strong sense of commitment and dedication towards making the world a better place.
  - Good personnel skills.
  - Excellent verbal communication skills in English.
  - Should have no problems in public speaking and handling groups
  - Well organized.
  - Full of energy, enthusiasm.
- 5. Work arrangement**
- This is a self-managed project of SJ Vietnam

- Working place is SJ Vietnam office and project sites in/around Hanoi and places nearby.
- It is envisioned that the volunteers would devote at least 5-8 hours/day.
- Working hours are flexible.
- The volunteers will stay with host families and have dinners with them.
- SJ Vietnam will organize social activities for volunteers in collaboration with the national volunteer of SJ Vietnam.
- SJ Vietnam will help the volunteers integrate as fast as possible inside a network of local volunteers.

## **6. Participation fee**

250 EUR/month for volunteers staying in host families. This fee includes food, transportation and basic accommodation. Volunteers will pay all their participation fees one time for their sending organizations or directly to banks and fees will be transferred for SJ Vietnam before volunteers come to Vietnam. Volunteers have to bring the receipts for SJ Vietnam. If they do not pay their participation fees before coming, they will be in the waiting list. They can stay longer or less than couples of months but they are supposed to pay for the whole months and may be a half as well. For example, if volunteers stay for 3 months and 10 days in the LTV house, they are supposed to pay for 3 months and a half (it means they will pay 875 EUR); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 1000 EUR). If volunteers have holiday in the middle of their voluntary durations, the holiday duration will still be considered as their voluntary time so volunteers are supposed to pay for the holiday duration. If they have holiday after finishing all voluntary work with SJ Vietnam, they do not have to pay for that.

Following is the address to transfer fee:

*Account name: SJ Vietnam*

*Account number: 4054928*

*Address: ANZ Hanoi Branch*

*No 14, Le Thai To Street, Hanoi, Vietnam*

*Swift: ANZBVNVX*

*Telephone: +84 438258190*

*Fax: +84 438258188/9*

## **7. Application procedures**

Interested candidates should email detailed Resume (CV) and an application letter to their voluntary sending organizations.

The national voluntary organizations have to send their candidates' CVs to: [in@sjvietnam.org](mailto:in@sjvietnam.org). Our incoming coordinator is responsible for accepting volunteers.