

Tandana Foundation Employment Opportunities

The Tandana Foundation is seeking applicants for an internship, beginning in late February and continuing through early October, that will combine leadership of volunteer programs with individual volunteer service. There is also a Group Coordinator position available for short programs in March and September in the Otavalo canton of Ecuador. This job involves coordinating service projects and leading volunteer programs for people from the United States who travel to Ecuador to learn about the local culture, make friends, and contribute to community well-being, and we would like this Group Coordinator to commit to working in both September, 2009 and March, 2010. Interested parties should send a resume and cover letter to Anna Taft, The Tandana Foundation, at tandanafoundation@yahoo.com or 2933 Lower Bellbrook Rd., Spring Valley OH 45370. Please indicate which programs/positions interest you.

The positions available are:

Group Coordinator –September, 2009 and March, 2010

- The Group Coordinator understands and implements Tandana values and takes responsibility for leading the volunteers in all aspects of the program in a safe and engaging manner.
- The Group Coordinator sets a positive tone for the group, informs volunteers of information they need, and handles any participant concerns
- The Group Coordinator arranges logistics of the program, is responsible for handling the money, and keeps accurate records

Intern– late February through early October, 2009

- The Intern serves as an Assistant Coordinator for the health care programs and works independently while living with a host family in between programs.
- The Intern serves as Coordinator for the Summer Volunteer Program, facilitating all aspects of the summer volunteers' stay in Ecuador.
- The Intern demonstrates a desire to develop relationships in the community and an interest in continuing to work for Tandana.

Requirements:

- Minimum of conversational Spanish; fluency preferred
- Experience leading groups in service projects or other experiential education programs
- Experience living in cross-cultural situations, preferably in Latin America
- Ability to work cooperatively with a diverse array of people, to solve problems creatively, and to promote a positive experience for all involved
- WFA certification or equivalent or greater first aid training

Responsibilities:

- Lead the programs on a daily basis and facilitate all aspects of the group's stay in Ecuador

- Work with community leaders and other local contacts to coordinate volunteer work and cultural activities
- Set a positive tone for the group and create opportunities for reflection and improvement of group dynamics
- Coordinate logistics of the program, handle money, keep accurate records
- Represent Tandana in a positive manner to all community members and volunteers
- Solve problems and handle emergency situations in a professional manner
- Intern will work as an assistant coordinator during programs and participate in an individual volunteer project in between programs.
- One coordinator for each program will be responsible for handling pre-trip correspondence with participants

Benefits

- Group Coordinator will receive compensation of \$25 - \$75 per day, depending on experience and level of responsibility
- Intern will receive \$300 per month and three weeks vacation
- Transportation to and from Ecuador
- Living expenses while working for The Tandana Foundation
- The opportunity to participate in unique cultural activities and worthwhile community projects

Tandana's Mission

To empower individuals of various cultural backgrounds with an increased awareness of the world, other cultures, and themselves, and an expanded sense of their possibilities;
 To promote positive, caring interactions between people of different backgrounds and encourage consideration and lessening of global inequalities;
 To promote respect and responsibility toward one's self, all people, and the Earth.

Please find more information about the organization and the specific programs at www.tandanafdn.org.