



Appendix:
**AMIGOS DE LAS AMERICAS
LATIN AMERICA PROJECT STAFF
-Project Supervisor Job Responsibilities-**

Project Supervisor

The Project Supervisor is the first level of the Latin America Project Staff management structure. The Project Supervisor serves as the direct supervisor and resource person for a group of eight to ten Volunteers in three or four different communities. S/he surveys host communities early in the summer, establishes contact with local leaders, secures Volunteer food and housing, and prepares the community for the Volunteers' arrival. An important role of the Project Supervisor is that of program coordinator and liaison between Volunteers, host communities, AMIGOS Senior Staff, partnering agency, and AMIGOS International Office. During the summer program, the Project Supervisor assists the Volunteers with problem-solving, responds to their health needs, delivers correspondence, and facilitates team-building between and among partners and community groups. Supervisors are also expected to take an active role in the specific community initiatives and to facilitate program planning with Volunteers and community members/groups at the community level. Project Supervisor positions are voluntary, and all veteran Volunteers who have successfully completed the AMIGOS program are eligible to apply.

Pre-Summer

- Participates in spring training workshop
- Seeks information and learns about host country and assigned program
- Assists in Volunteer recruiting and/or Chapter or CV training
- Participates in on-line training

During Summer

- Aims to safeguard health and safety of AMIGOS Volunteers through providing health and emotional support
- Upholds and enforces the AMIGOS Standards of Conduct during entire summer program
- Serves as a liaison between Volunteers, community, Project Staff and International Office, representing the AMIGOS program at the community level in 3-4 host communities
- Works as a team member with the entire Project Staff
- Cultivates and maintains contacts at the community and regional levels
- Plans and executes a survey of each potential host community: secures food and appropriate lodging for Volunteers, identifies communication resources, arranges transportation, builds network of community contacts, and develops a local emergency procedures (CALM) plan
- Understands and upholds project safety policies and protocols
- Provides Volunteers with a complete, accurate, typed Town Survey Report
- Supervises and works with around 8-10 Volunteers, spending at least 1 night/week in each community
- Assists in planning and executing group training sessions- Briefing, Midterm and Debriefing
- Develops a work schedule/ 'programación' in conjunction with the Volunteers, community leaders, and sponsoring agency officials and monitors the work pace
- Completes Project Supervisor part of Volunteer Self-Assessment Log following each visit; reviews log with Senior Staff
- Relays the work progress, health condition, safety and comfort level of the Volunteers to Senior Staff and fellow Project Supervisors via written visit logs and orally at staff meetings
- Contributes to a positive, orderly staff house environment
- Facilitates delivery of supplies to each community before the arrival of the Volunteers and as needed throughout the summer
- Provides each Volunteer with general guidance, motivation and support



- Accurately records the supplies and materials utilized in each community
- Manages weekly expense account
- Supervises volunteer paperwork and record keeping, verifies information at the end of the project and compiles evaluative information for each community
- Delivers medicine, mail and personal supplies that for Volunteers
- Assists volunteers in problem-solving and decision-making
- Provides Volunteers with constructive oral feedback and guidance on their performance on a periodic basis and issues written performance evaluation upon completion of summer
- Identifies Volunteers who exhibit leadership qualities and recommends them for a Project Supervisor position
- Works with Volunteers to gather close-out information for each host community, writes final close-out reports for each community, and contributes to final program evaluation

As the summer progresses, Project Supervisors will assume increasing responsibility for the overall planning and execution of the project. Project Supervisors will be evaluated by their Senior Staff on a periodic basis with the goal of providing specific guidance on their performance.

AMIGOS LATIN AMERICA PROJECT STAFF -Senior Staff Job Responsibilities-

Senior Project Supervisor

The Senior Project Supervisor is a veteran Project Supervisor who demonstrates exceptional leadership potential. Senior Project Supervisors (SPS) are selected each year to participate as members of the Senior Staff team. They will attend the second part of the Senior Staff Training Workshop and help facilitate portions of the Project Supervisor Workshop. During the summer, Senior Project Supervisors will serve as coordinators of the Project Supervisors and full members of the Senior Staff team. In addition, it is expected that each SPS will have one or two communities, which they will oversee directly as Project Supervisors. The rest of their week will be spent supporting both the Senior Staff and Project Supervisors as necessary. Senior Project Supervisors are encouraged to arrive within the project country in advance of Project Supervisors, the same as other Senior Staff.

In addition to the Project Supervisor responsibilities described above, Senior Project Supervisors are responsible for the following:

Ongoing

- Works with Associate Project Director (APD) and Project Director (PD) to plan and coordinate the Latin American program in his/her project area
- Collaborates with the PD and APD to create a successful Senior Staff partnership, dividing responsibilities to promote effective completion of tasks

Pre-Summer

- Participates in one training workshop with Senior Staff in the Spring
- Participates in on-line training

During Summer

- Provides logistical support during early returns or hospitalizations
- Assembles weekly medical and community reports; sends reports to the International Office, and serves as liaison with IO if follow-up information needed
- Works with PD to set up staff headquarters



- Sets the tone and is a positive role model for other Project Supervisors
- May serve as a liaison between the Project Supervisors and Senior Staff
- Supports Project Supervisors by spending extra time out in their communities when needed
- Helps facilitate Latin America Program Project Staff in-country training, including preparing Project Supervisors to conduct successful town surveys
- Helps PD and APD with timely communication with the International Office (IO) according to the on-call schedule, and immediately in a crisis situation, to report program progress, rule violations, illnesses and other concerns
- Works with PD and APD to coordinate weekly staff meetings
- Assumes all Project Supervisor responsibilities (see Project Supervisor Job Description)

Associate Project Director

The Associate Project Director works in partnership with the Project Director, directly sharing responsibility for planning, implementing and evaluating the program, supervising Project Staff and enhancing relationships with partner agencies. The Senior Staff team has the opportunity to define their working relationship and divide tasks and responsibilities according to skill and interests.

Ongoing

- Supervised and supported by Project Director (PD) and Regional Director
- Understands, upholds and enforces the AMIGOS Standards of Conduct and other policies and procedures among Volunteers and Project Staff during entire summer
- Maintains frequent communication with the AMIGOS Latin American Programs Department
- Plans and coordinates the Latin American program in his/her project area
- Cultivates professional relationships with host country officials at the national and regional levels, and maintains consistent communication with them before, during and after the summer
- Collaborates with the PD to create a successful Senior Staff partnership, dividing responsibilities to promote effective completion of tasks
- Facilitates training and leadership development of the Project Staff
- Empowers Project Supervisors to take increasing ownership of the project

Pre-Summer

- Participates in two training workshops
- Collaborates with the PD in planning initial survey priorities
- Collaborates with the PD on the preparation of survey and Volunteer training materials
- Initiates communication with Project Staff to begin to build positive working relationships
- Assists in Volunteer recruiting and/or Chapter or CV training
- Participates in on-line training

During Summer

- Works with PD to set up staff headquarters
- Facilitates Project Staff in-country training, including preparing Project Supervisors to conduct successful town surveys
- Monitors medical and emergency procedures system to safeguard the well-being of the Volunteers and Project Staff
- Reviews host community selection process and Town Survey Reports
- Oversees Volunteer placement and partnerships
- Communicates with the International Office (IO) according to the on-call schedule, and immediately in a crisis situation, to report program progress, rule violations, illnesses and other concerns



- Plans and manages concurrent program implementation
- Manages the project budget, including all expenditures and disbursements of funds, the proper recording of transactions, and the preparation of financial statements
- Investigates local donor potential, seeking in-kind gifts to support the programs
- Oversees Volunteer training sessions- Briefing, Midterm, Debriefing
- Expands the AMIGOS network by seeking new organizations with similar goals with which AMIGOS could collaborate
- Coordinates supply purchase and distribution, and maintains accurate supply inventory
- Works with PD to coordinate weekly staff meetings
- Supervises Project Supervisors in the work area and conducts community visits as needed
- Evaluates Project Staff performance throughout the project and completes performance evaluations for all staff upon completion of project
- Collaborates with the Regional Director and PD to develop the programs for the following year as well as the project proposal for the upcoming year.
- Collaborates with PD to develop and facilitate participatory evaluation of project with partnering agency, Project Staff and/or Volunteers.
- Collaborates with PD in compiling final evaluation and collecting program results and recommendations from sponsoring agency, Project Staff, Volunteers and International office
- Submits reports to International Office and sponsoring agencies

Project Director

The Project Director represents the highest level of Latin America Program staff management. He or she is directly accountable to the International Office for all aspects of program management, including agency and community relationships, budget administration, health and safety and conduct. In terms of implementation of these responsibilities, the Project Director works in partnership with the Associate Project Director, directly sharing responsibility for planning, implementing and evaluating the program, supervising Project Staff and enhancing relationships with partner agencies. The Senior Staff team has the opportunity to define their working relationship and divide tasks and responsibilities according to skill and interests.

Ongoing

- Supervised and supported by the Regional Director
- Understands, upholds and enforces the AMIGOS Standards of Conduct and other policies and procedures among Volunteers and Project Staff during entire summer
- Maintains frequent communication with the AMIGOS Latin American Programs Department
- Plans and coordinates the Latin American program in his/her project area
- Cultivates professional relationships with host country officials at the national and regional levels, and maintains consistent communication with them before, during and after the summer
- Collaborates with the Associate Project Director (APD) to create a successful Senior Staff partnership, dividing responsibilities to promote effective completion of tasks
- Provides leadership development opportunities and empowers the APD to take increasing ownership of the project
- Facilitates the training and leadership development of the Project Staff

Pre-summer

- Participates in two training workshops
- Conducts a survey of the project area and submits a completed initial survey report, volunteer country materials and any additional relevant training materials
- Obtains a work plan delineating the responsibilities of AMIGOS and the sponsoring agency, including the selected programs, the work areas, volunteer numbers, supply requests, etc.



- Communicates survey results to APD and International Office
- Initiates communication with Project Staff to begin to build positive working relationships
- Assists in Volunteer recruiting and/or Chapter or CV training
- Participates in on-line training

During summer

- Coordinates and supervises the work of the Project Staff
- Works with APD to set up staff headquarters
- Establishes and monitors a medical and emergency procedures system to safeguard the well-being of the Volunteers and Project Staff
- Facilitates Project Staff in-country training, including preparing APD to serve as project manager and preparing Project Supervisors to conduct successful town surveys
- Investigates rule violations and safety concerns, reporting follow-up to the International Office (IO)
- Communicates with the IO according to the on-call schedule, and immediately in a crisis situation, to report program progress, rule violations, illnesses and other concerns
- Oversees management of project budget
- Oversees volunteer training sessions- Briefing, Midterm, Debriefing
- Expands the AMIGOS network by seeking new organizations with similar goals with which AMIGOS could collaborate
- Evaluates Project Staff performance throughout the project and makes recommendations for each Project Staff member's continuation with AMIGOS
- Collaborates with the Regional Director and APD to develop the programs for the following year
- Develops and facilitates participatory evaluation of project with partner agency representatives, Project Staff, and/or Volunteers.
- Collaborates with APD in compiling final evaluation and collecting program results and recommendations from sponsoring agency, Project Staff, Volunteers and International office
- Submits reports (logistical information, evaluación final, and project proposal for following year) to International Office and sponsoring agencies
- Oversees proper documentation and filing of all project related information

Post summer

- Engages in a debriefing with the Latin American Program/Training Departments at IO
- Submits handover report evaluating the program and providing recommendations for the future
- Represents his/her project via attendance and participation in the AMIGOS Annual Meeting