



HI-Michigan Volunteer Job Description

Position Title: Mission-Based Youth Program Volunteer: Opening Doors, Opening Minds-Community Walls (ODOM)

Reports To: Volunteer Coordinator

Major Responsibilities:

- Organize, plan and conduct mission-based HI-USA programs to teens
 - Exchange Neighborhoods
 - Community Kitchens
 - Community Walls
- Work with appropriate staff at the high school or agency in a productive manner
- Conduct programs utilizing community resources
- Follow school and/or policies and procedures for presentations and programs
- Recruit students to participate in the program
- Recruit volunteers to lead or assist with program
- Maintain an advisor role with students and staff
- Encourage students to participate in HI-Michigan programs, activities and volunteer opportunities

Desired Qualifications:

- Must embrace travel “the HI Way:” that is respectful, intercultural appreciation and awareness
- A desire to develop public speaking and presentation skills
- Comfortable working with teenagers as an advisor
- Flexible, creative and project oriented
- Engage and encourage workshop participants to participate in other HI-USA programs
- Ability to work in a team
- Ability to plan and conduct an activity
- Ability to plan necessary trainings of students and volunteers
- Recent international budget travel experience, especially but not exclusively, with hostels and hostelling
- Complete and submit all reports and evaluations in a timely manner
- Familiarity with presentation software, especially but not exclusively MS PowerPoint

Training and/or Preparation:

- Complete Volunteer Orientation
- Complete Opening Doors/Opening Minds training relevant to the program being conducted
- Complete a yearly evaluation

Time Commitment:

- One-year commitment
- Three hours training: Volunteer Orientation and mission-based programs
- When necessary attend monthly board meeting

Location: Southeastern Michigan

Benefits: Complimentary HI-USA membership, after 3 programs or 50 contact hours or Complimentary HI-USA membership guidebook after 4 programs or 70 contact hours