



Global Community Fellowship

Educator & Volunteer Program Manager, Service Learning Program Position Description at Suwandi Foundation

Overview

The Global Community Fellow plays a critical role in supporting capacity-building, education, and training initiatives of local institutions designed to address specific needs and challenges in the local community. By working directly with communities, Fellows gain hands-on experience with organizations in Asia using creative and innovative methods to address critical social challenges while applying their knowledge and skills to further grassroots social change.

Post Summary

[The Suwandi Foundation](#) is seeking a Fellow to work as a Volunteer Educator in their international service immersion programs in Tulamben, Bali, Indonesia. In this role, the Fellow will act as a volunteer relations coordinator, educational instructor, and program manager; they will lead volunteer cohorts of 3-10 people, who typically stay on-site for between 3-8 weeks based on the time of year. The Fellow will be working alongside local Balinese staff members and Suwandi Foundation staff. The Fellows will live onsite with volunteers while reporting to on-the-ground and remote executive directors of the Suwandi Foundation.

In this position, the Fellow will have the opportunity to:

- Plan, prepare, and deliver educational workshops, presentations, or activities tailored to specific audiences (e.g., children, adults, or families).
- Facilitate interactive learning experiences in alignment with the organization's objectives and curriculum guidelines.
- Assist in developing educational materials and resources as needed.
- Enforce Suwandi Foundation Code of Conduct policies within volunteer groups and report behaviors to the executive team.
- Provide support and guidance to participants, answering questions and encouraging active engagement.
- Collaborate with local staff and other volunteers to ensure programs run smoothly and effectively.
- Gather feedback from participants to help evaluate and improve educational offerings.
- Promote a safe, inclusive, and respectful learning and working environment.
- Spend time with local students in the classroom as an English teacher.

About the Partner

The mission of the Suwandi Foundation is to use the power of education to help children in Bali, Indonesia break out of the cycle of poverty and achieve their dreams. We partner with local leaders in the Karangasem region of Bali to develop learning centers that provide vulnerable children with a safe & supportive environment and pave pathways to university and stable careers. These community centers offer access to a free morning preschool & kindergarten program as well as a free after-school learning program for elementary, middle, and high school students. Students receive English classes, computer literacy classes, and extracurricular activities to promote child wellness including sports, karate, dance, beach clean-ups, and field trips. All projects and programs are requested specifically by the communities we serve, including the recruitment of English speakers to volunteer in the classroom.

The program that Fellows work most closely in is our Service Learning Program, a cohort-style volunteer teaching program for international people ages 18+. This program is inspired by experiential education, in which volunteers learn on a daily basis through service in teaching, conversation with local community members, engagement in cultural immersion activities, and intentional guided group reflections. The three thematic volunteer outcomes are personal development, intercultural connection, and global citizenship.

About the Location

Fellows will be living and working in Tulamben, Bali. This town is located in the Karangasem Regency in northeastern Bali, which has the lowest literacy rates and highest poverty rates on the island. Tulamben is a coastal town, which brings many tourists annually due to its famous scuba diving sites. Karangasem is a culturally vibrant region, known for agriculture and beautiful natural landscapes. We are located about a three-hour drive from the capital city of Denpasar and other more "touristy" cities in the southern area of the island. Bali is an island in the Indonesian archipelago, consisting of over 17,000 islands. The primary religion is Balinese Hinduism, closely intertwined with daily life and customs. The Balinese economy relies heavily on tourism.

Fellows will be living at The Suwandi Foundation's Volunteer Base, Khrisna Sunrise Homestay, alongside the volunteers they will be managing. They will share a room and a bathroom, with one other Suwandi Foundation Staff. Each room has amenities including air conditioning, large windows, a dresser and mirror, hot water, a western-style toilet, and weekly cleaning services. The accommodation is where Fellows & volunteers have most of their meals (all included), prepared by a local team of three chefs. The accommodation has a fully equipped kitchen, should the Fellow choose to cook their own meals. There is also a rooftop deck, pool, and various common space seating areas, and is just a ten-minute walk away from the beach.

Position Responsibilities

Volunteer Relations

- **Welcome Volunteers on Arrival (Saturday):** You will be responsible for greeting volunteers at Khrisna upon their arrival. Show them to their rooms and check if they need anything, such as food or comfort. It's important to stay in communal areas throughout the day to allow volunteers to easily approach you with any questions or concerns.
- **Emotional Support:** While Fellows are not expected to provide formal mental health counseling, they should serve as active listeners and offer comfort when volunteers share personal frustrations or struggles. Some volunteers may be as young as 18 and could face challenges such as homesickness. Fellows should be empathetic and understanding to effectively support volunteers through these emotional difficulties.
- **Building Group Cohesion:** As a Fellow, it is essential to foster a positive and inclusive group dynamic. When volunteers bring up concerns about others, avoid speaking negatively about anyone. Encourage group activities, conversations, games, or free-time events that promote inclusivity and unity within the cohort. Your role is to create a space where everyone feels comfortable and supported.
- **Intercultural Staff & Volunteer Communication:** Act as a liaison between volunteers and local staff, being mindful of differences in communication and lifestyles. Understand that local staff may sometimes agree to activities or situations that make them feel uncomfortable; it is your responsibility to help staff set and maintain appropriate boundaries with volunteers. For extra activities such as dinners or outings, inform volunteers that they are expected to cover any costs. Additionally, if volunteers hesitate to give feedback to staff, you should assess the situation, collect the necessary feedback, and bring it to the team. We will determine the best way to deliver this feedback to local staff.
- **Lesson Planning Resource:** Provide daily check-ins with volunteers to guide and encourage them in preparing school lesson plans. Volunteers should communicate with their local teacher, offering help and contributing engaging, hands-on activities like games, art, or music. Encourage creative, project-based lesson plans such as creating scavenger hunts, dances, or leading students in outside-of-classroom activities. All lesson plans should focus on being "outside of the box" while also helping teach the day's topic and effectively foster a dynamic learning environment. If volunteers are not putting in effort, address the issue with a supportive conversation, offering resources and guidance to help them improve. Reinforce the importance of delivering meaningful, engaging lessons by setting high expectations and modeling this behavior.
- **Mood Monitoring:** Each day, assess the mood and energy of the volunteer group. Engage with them and observe how they're feeling:
 - If volunteers are bored, suggest activities such as a game night, a restaurant outing, or a pool day.
 - If volunteers are tired, contact Mang Ari to excuse them from a morning Kindergarten session.

- If volunteers are sick, notify Mang Ari to arrange for medicine, special food, or a visit to the clinic.
- If volunteers are eager for more activities, refer them to the "Extra To Dos" list in Mila Note, updated monthly. This list includes tasks and opportunities for volunteers to further engage with and contribute to the organization. Encourage volunteers to take initiative and maximize their impact.

Educational Guide & Instructor

- **Orientation Provider:** You will lead on-the-ground orientation sessions at the beginning of each cohort (between every 3–8 weeks), guiding volunteers through key aspects of the program. This includes reviewing the Code of Conduct, conducting basic teacher training, providing an overview of Balinese culture, and leading the tour of the learning center. Additionally, you will be assigned specific sections of the orientation materials to present to the group, ensuring all essential topics are covered clearly and effectively.
- **Designing & Facilitating Education Dialogues:** As an Educational Guide, you will be responsible for creating thoughtful briefings to set the context before activities, and for leading follow-up discussions or reflections that encourage deep learning and creative thinking. Your goal is to ensure that each activity is framed in a way that sparks curiosity and critical thinking among volunteers. In addition to cultural reflections and exploring cultural differences specific to Bali, you may be asked to address broader topics, including political, economic, historical and current issues. These include widespread corruption, cultural poverty, the history of colonization, tourism's impact on Bali, the gentrification of local areas, and other societal challenges.
- **Designing Reflection Frameworks:** You will develop clear guidelines for each weekly group reflection, crafting engaging reflection questions, and collecting feedback from volunteers. To ensure effectiveness, you will explore various resources and best practices for leading different styles of reflection, fostering an environment where volunteers can thoughtfully process their experiences.
- **Engagement with Local Experts:** To deepen your own educational experience with the development and design of educational dialogues and reflections, you may consider arranging interviews with local community members, university professors, local experts, or professionals from partner organizations. These interviews will offer valuable perspectives and insights into local issues, enriching the learning process for the volunteers.
- **English Teacher:** Assist in the after-school classroom as an English teacher and in the kindergarten during the mornings. While this is usually optional for you, there will be times when participation is required, particularly when volunteer numbers are low. In the classroom, you should serve as a role model for volunteers by preparing thoughtful and well-planned lessons. Regardless of whether you are teaching, you should also spend time at the learning center getting to know the students and leading fun activities both inside and outside of class. This will help you get to know the community and connect the volunteers with the local students.

Program Management

- **Staff Communication:** Act as the main point of communication between volunteers, Suwandi staff, learning center staff, and accommodation staff. While volunteers are encouraged to independently address arrangements or inquiries with the relevant staff, you will ensure that critical updates or situations requiring special attention are communicated effectively to all team members. Attend weekly Zoom meetings with The Suwandi Foundation executive team.
- **Disciplinary Support:** Ensure all volunteers adhere to the Suwandi Foundation Code of Conduct. Address behavioral challenges and incidents promptly while maintaining a professional and supportive approach. Serve as a positive role model, setting clear boundaries during informal activities with volunteers.
- **Activities Preparation:** Act as a bridge between volunteers' preferences and local volunteer coordinator's itinerary planning. Conduct regular check-ins with volunteers to understand their needs and address any gaps. Provide practical reminders, such as packing sunscreen or wearing appropriate clothing, to ensure smooth participation in activities. Accompany volunteers on activities as needed to provide additional support and guidance (this is especially necessary with smaller groups).
- **Accommodation Support:**
 - Organize and restock the first aid cabinet on a monthly basis to ensure readiness for any emergencies.
 - Encourage and remind volunteers to order meals, especially for those who frequently forget.
 - Assist with tidying and maintaining communal spaces to promote a clean and welcoming environment.
 - Build and maintain positive relationships with local staff and their families by engaging in friendly and meaningful interactions.
 - Promptly report accommodation-related concerns raised by volunteers to accommodation owner & manager, Pak Oka, for immediate resolution.
- **Content Creator:** Assist with the marketing of the Suwandi Foundation program by taking pictures and videos of volunteers, students, and environmental surroundings as requested by Suwandi Foundation executive team.

Eligibility Requirements

- **Academic:** At a minimum, completion of a 4-year undergraduate degree.
- **Citizenship:** There are no specific citizenship or residency requirements.
- **Language Skills:** English language fluency is required. Indonesian or Balinese language proficiency is not required, but basic Indonesian or Balinese skills and an interest in learning the language are preferred.
- **Technology Skills:** Have a smartphone & laptop. Be adept in using Google Suite and Zoom.

- **Work Experience:** Teaching, training, or tutoring experience. Previous participation in global immersion programs or international education programs. Leadership experience in which a Fellow was guiding a group, such as a camp counselor, orientation leader, tour guide, club president, etc.

Preferred Skills & Professional Development

Fellows have the opportunity to develop and strengthen many transferable skills, including:

- **Cross-Cultural Communication Skills:** Cultural awareness and competency, understanding and adapting to the differences between personal, American, and Balinese work + lifestyles
- **Interpersonal Skills:** Evaluating people & situations, active listening
- **Relationship Building Skills:** Inclusion & belonging, empathy, patience & tolerance
- **Problem Solving Skills:** Identifying & analyzing the problem, conflict resolution
- **Mentorship Skills:** Leading by example, fostering cultural curiosity, fostering personal development of soft skills
- **Facilitation Skills:** Designing & facilitating orientation training sessions, weekly reflective conversations, and weekly educational dialogues
- **Team Development Skills:** Working on a diverse, global team virtually and in person attending weekly team Zoom meetings
- **Project Management & Organization Skills:** Keeping track of project progress on software including the Google Suite and Mila Note
- **Experience Living in Another Country:** Adapting to and navigating new cultural norms, managing day-to-day challenges in a foreign environment, and developing a deeper understanding of global perspectives while living and working in a diverse community.