Costa Rica Center Volunteer (2 positions available)
Costa Rica Center
Volunteer period: July 1, 2012 - June 30, 2013
Location: Whitworth University
San Rafael de Heredia, Costa Rica

Application review will begin on January 20, 2012.

Volunteer Position Description
Program volunteers at Whitworth’s Costa Rica Center have the opportunity to advance their Spanish-speaking skills, as well as gain experience in a multi-cultural setting in Costa Rica. Program volunteers provide direct support to Whitworth’s Costa Rica Center Director and program faculty and staff. Interaction with students, faculty, and other campus guests from around the world, as well as with the Heredia community, provides the opportunity to fine-tune skills in cross-cultural education. This is a high-energy position which requires excellent interpersonal and service skills. Volunteers spend days and evenings serving Whitworth students, meeting and greeting guests, as well as supporting the Whitworth CRC administrative staff in a socially and environmentally unique atmosphere at the base of the Braulio Carrillo Nature Reserve.

This is an unpaid volunteer position designed to offer valuable training and real-world experience. In order to ensure the comfort, health and safety of our volunteers, Costa Rica Center volunteers will receive room, board, laundry, internet service, one round trip ticket from the continental U.S. and a traveler’s health insurance policy and a stipend of $350 per month to cover other living expenses. The stipend will be subject to FICA, Medicare and Tax withholding. Allowance of up to $200 is provided to cover the cost of excess baggage.

Responsibilities and Related Duties
The following duties will be assigned to volunteers for 2012-13 depending upon background and experience.

1. Assist home-stay coordinator with home-stay oversight and student support.
   a. Assist in the search for and selection of host families.
   b. Serve as a Resident Assistant for CRC students when they are on campus and when they are with their host family.
   c. Provide physical, emotional, and spiritual support and mentoring for student participants on the program.
2. Support academic programs and educational activities.
   a. Assist in the development of an orientation program for students and guests.
   b. Provide general support to instructors for courses and translation for those students, faculty, and guests that require translation.
   c. Accompany students and program groups during off campus educational programs and activities.
   d. Assist with guest speakers and workshops.
   e. Participate in the development of new activities and workshops that enable students and guests to take advantage of the natural and human resources of Costa Rica and the Braulio Carrillo reserve.
3. Assist the Director and staff with general administrative and operational support as needed.
   a. Assist with basic office operations.
      - Answering the telephone and directing phone calls
      - Receiving and sending faxes
      - Assisting customers in person at the Reception desk
   b. Assist with student and guest check-in and check-out.
      - Meeting and greeting guests when they first arrive
      - Check-in (filling out appropriate forms, key distribution, etc)
      - Showing guests to their rooms and helping them to get settled
• Providing a general orientation, including information about meal times, activities, etc.
  c. Student/guest activities and transportation. Assisting with organization of guest activities – for example, helping guests figure out which activities they’d like to participate in; arranging tours, activities, and transportation; informing the kitchen about early breakfast times; etc.
  d. Assist with the overall functioning of the CRC (library, assisting in internships and service learning opportunities, sports activities, liaison with the community, etc.)
  e. Assist with logistical support for academic programs, such as opening classrooms, setting up projectors, etc.
  f. Other tasks and projects, as assigned.

4. Observe all University policies related to conduct and confidentiality, i.e. Code of Ethics, FERPA, etc.

QUALIFICATIONS
• Minimum bachelor’s degree required
• Major in Spanish, International Studies, International Business, or Cross Cultural Studies preferred; strong conversational Spanish skills and fluency in English required
• Whitworth graduates who have participated in the Central America Study Program or another study abroad program in Latin America preferred
• Experience in Whitworth’s residence life programming preferred
• Enthusiastic attitude and strong work ethic; excellent mental and physical condition
• Flexibility in working environment and schedule
• Strong initiative and ability to work independently, as well as part of a team
• A personal commitment to the Christian faith
• Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, or religious belief; an active commitment to equal opportunity for all persons
• A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian Church (USA)
• Availability for a minimum of one year
• First aid certification (proof required following acceptance)
• Background check and post offer physical required

ACCEPTED VOLUNTEERS WILL BE REQUIRED TO PROVIDE THE FOLLOWING PRIOR TO DEPARTURE
• Background check
• Proof of first aid certification
• Proof of valid passport

APPLICATION PROCESS
Please submit the following application documents no later than January 20, 2012:
  1. A letter of interest relating your education and experience to the requirements of this position
  2. A completed Whitworth application form (www.whitworth.edu/jobapplicationform)
  3. Curriculum vitae/résumé
  4. Official university transcript(s)
  5. A list with the names, addresses, telephone numbers and email addresses of three references
  6. A statement describing your personal commitment to the Christian faith

Application documents may be submitted via e-mail attachment in Word or PDF format to jobs@whitworth.edu or mailed to the following address:
Human Resource Services, Auld House
Attn: Director, Costa Rica Center
Whitworth University
300 W. Hawthorne Rd.
Spokane, WA 99251

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.