



Trek Manager – Job Description

Reports to: Trek Director

Hours/FLSA: Full Time/Exempt Status

Schedule: Monday - Friday, Weekends during Trek

Location: Nepal (Dhangadhi), Haiti (Les Cayes), Senegal (Kaolack with travel to Burkina Faso), and Malawi (Kasungu with travel to the South)

How to apply: Please send your resume and cover letter to Trekjobs@buildon.org

Overview of the Organization:

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through education and service. buildOn runs intensive community service & service learning programs in 44 high schools across the US. BuildOn empowers youth to contribute direct service to their communities – working with senior citizens, the homeless and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination that they need to succeed. 93% of buildOn students in the U.S. not only graduate from high school, they go on to college! These same students help build schools in some of the economically poorest countries in the world. buildOn students have contributed more than 1.7 million hours of service in the U.S., and have helped build more than 1,000 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role:

The Trek Manager's primary focus is to lead the Trek Program in a buildOn country. There are two primary Trek types:

- **Treks for buildOn Partners** - an opportunity for supporters (high school, college, corporate, family, small group, and individuals) to travel and work in solidarity with community members who are also contributing to the construction of a school in their village.
- **Treks for buildOn US** - made up of high school students participating in the buildOn US service learning program from some of the most challenged communities across the nation where school systems and families have limited access to resources. Trek is an opportunity for these students to experience tremendous personal growth through travel to the developing world, to work and live in solidarity with rural community members, and to bring those experiences back to their community through Trek presentations.

The ideal candidate is an International Service professional with extensive experience living, traveling, and leading trips in the developing world. The candidate must have a strong desire to



live and work aboard and spend extensive time in rural villages. A history of donor stewardship and youth development experience are crucial. The candidate must be highly organized, a creative problem-solver, possess strong interpersonal skills, and be self-motivated. Consistent with buildOn's core values and mission statement, he or she must have a passion and understanding of buildOn's program focus.

The Trek Manager's primary focus is to lead the Trek Program in a buildOn country. They will manage a team of a Trek Leader and a Trek Coordinator and work closely with the Country Director to provide a high-quality, impactful Trek experience.

The Trek Manager will also have the opportunity to contribute to the Marketing department to tell the buildOn story from the Global programs perspective. This could include contributing to social media posts, blog posts, donors reporting, and storytelling.

The Trek Manager will perform work involving physical labor at the school's construction site. The position may require to walk long distances on uneven surfaces and on narrow paths, and to carry items weighing at least 40lb.

Key Responsibilities:

Trek Leadership

- Led and support Treks
- Communicate the methodology of buildOn Global programs to Trek participants while being sensitive to the unique needs of each Trek participant
- Communicate with Trek Administrators and Trek Directors to ensure logistics are organized for upcoming groups
- Manage visa and passport processes and troubleshoot challenges for volunteers

Project Planning

- Maintain a Trek schedule for the country (working closely with Trek Director and Country Director) and create in-country itineraries for all groups
- Review Trek Enrollment forms and Paperwork for any potential medical concerns and make necessary accommodations
- Manage domestic Trek logistics as well as some international logistics as necessary
- Develop and maintain a reliable network of support/resources/knowledge with travel agents, airlines, foreign embassies, local officials, etc.
- Ensure Trek participant safety by selecting and training transportation providers, identifying medical clinics, and working with in-country staff to mitigate risk
- Work closely with Country Directors to ensure the entire Global Team is prepared to host best-in-class Treks

Management/Supervision

- Work with Trek Director and Country Directors to hire Trek Leader and Trek Coordinator
- Manage Trek Leader and Trek Coordinator giving them the supervision, training, support, and evaluation to lead best-on-class Treks
- Work closely with local Trek Coordinator to hire, train, manage, and evaluate a team of Trek contractors (drivers, cooks, translators)
- Work with Learning Department to develop and implement training for Global Team members

Finance and Record Keeping

- Manage in-country budgets and find efficiencies while maintain quality
- Maintain accurate records and submit timely and detailed Trek reports, evaluations, and finance reconciliations following each Trek
- Collect photos and anecdotes for donor reports, Marketing team, and buildOn US curriculum

Program Development

- Work closely with Trek Director and other Trek Managers to enhance buildOn Trek programming through curriculum development, providing feedback on the establishment of protocols, and collecting and disseminating best practices
- Assist in the development and maintenance of Trek documents with the support of the Trek & Marketing teams
- Work closely with in-country Global staff to ensure a high-quality, impactful Trek experience for all participants

Key Requirements:

- Requires 4-year degree & a minimum of 3 years' related experience
- Management experience (min 2 years)
- Experience living and working in the developing world (min. 1 year)
- Ability to live and work aboard
- Extensive experience leading service projects or as a volunteer
- Demonstrated ability to provide high-level support to Investors
- Knowledge and experience in the field of Youth Development
- Demonstrated ability to balance the demands of rigorous methodology with the unique needs of each stakeholder
- Strong interpersonal skills with the capacity for building relationships with all types of stakeholders, from corporate CEOs, to college students, to urban high school youth to rural community members
- Ability to handle cross-cultural communication sensitively, and to communicate clearly, effectively and persuasively both verbally and written



- Demonstrated leadership and organizational ability to balance and coordinate multiple projects, people, and assignments simultaneously
- Track record of taking initiative and requiring minimal supervision while completing complex assignments
- Proven record of maintaining timely and detailed records and reports
- Highly results oriented & independent work style
- Sound judgment/decision-making and ability to remain calm in crisis situations and to think critically under pressure
- Working knowledge of Salesforce
- Proficiency/Fluency in the following languages preferred:
 - French and/or Wolof for Senegal
 - French and/or Haitian Creole Haiti
 - Chichewa for Malawi
 - Nepali for Nepal
- Wilderness First Responder (WFR) certification, or greater, a plus
- Willingness/ability to provide 24/7 On Call Support to Staff in the field

Work Environment

While performing the duties of this job, the Trek Manager is frequently exposed to conditions that include inclement weather, heat and humidity, and exposure to dust.

Physical Demands

The physical demands described here are representative of those that must be met by the Trek manager to successfully perform the essential functions of this job. The Trek Manager position will lift/push/pull/carry heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

buildOn is an equal opportunity employer. For more information about buildOn, please visit: www.buildon.org