

# Trek Leader (Senegal)

**Reports to:** Trek Manager, Senegal

**Hours/FLSA:** Full Time/Exempt Status

**Schedule:** Monday - Friday, Weekends during Trek

**Location:** Senegal (Kaolack with travel to Burkina Faso)

**To Apply:** Please send resume and cover letter to [trekjobs@buildon.org](mailto:trekjobs@buildon.org)

## Overview of the Organization:

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buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn is not a charity, it's a movement. In the United States, we run intensive service learning programs in 40 under-resourced, urban high schools in seven major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 27 years buildOn has empowered more than 100,000 urban youth to contribute more than 2.0 million hours of service that has touched the lives of more than 1.0 million people living below the U.S. poverty line. 97% of these youth graduate high school and nearly all of these go to college, even though 40% of the kids going to the same schools drop out.

Teams of buildOn students from our programs also fan out across the world to help build schools in the economically poorest countries on the planet. We have now built nearly 1,300 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.0 million children, parents and grand-parents have attended these schools so far, while more than 160,000 attend buildOn schools every day. 50% of all students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.0 million volunteer work days to literally build their schools.

### Overview of the Role:

The Trek Leader's primary focus is to prepare, plan, and lead best-in-class buildOn treks within their 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, possesses 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 Leader's primary focus is to lead Treks in a buildOn country with the goal of providing a best-in-class, impactful Trek experience.

The Trek Leader 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 Leader 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**

- Lead 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 Manager to ensure logistics are organized for upcoming groups
- Manage visa and passport processes and troubleshoot challenges for volunteers

#### **Project Planning**

- Work with the Trek Manager to manage domestic Trek logistics as well as some international logistics as necessary
- Under the supervision of the Trek Manager, ensure Trek participant safety by selecting and training transportation providers, identifying medical clinics, and working with in-country staff to mitigate risk

#### **Finance and Record Keeping**

- Manage budgets for specific Treks
- Maintain accurate records and submit timely and detailed Trek reports, evaluations, and finance reconciliations following each Trek
- Review participant medical issues and make appropriate accommodations to ensure the health and safety of all Trek Team members
- Collect photos and anecdotes for donor reports, Marketing team, and buildOn US curriculum

### **Key Requirements:**

- Earnest and sincere commitment to buildOn's Mission and Core Values
- Requires 4-year degree & a minimum of 2 years' related experience
- Experience living and working in the developing world (min. 1 year and preference given for experience in a buildOn partner country)
- Ability to live and work abroad
- Extensive experience leading service projects or as a volunteer
- Demonstrated ability to provide high-level support to donors
- 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 French and/or Wolof
- Wilderness First Responder (WFR) certification, or greater, a plus
- Willingness/ability to provide 24/7 On Call Support to Staff in the field
- buildOn Alumni preferred

### **Work Environment**

While performing the duties of this job, the Trek Leader 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 Leader to successfully perform the essential functions of this job. The Trek Leader 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](http://www.buildon.org)