



EGBOK Mission

Cambodia Project Volunteer Program

EGBOK (Everything's Gonna Be OK) Mission is an international non-profit organization alleviating poverty by empowering underprivileged young adults with the educational and vocational training needed to support themselves as hospitality professionals. Our model uses the growing hospitality industry of Cambodia as a sustainable means to lift young adults out of poverty- springing them into lives of financial independence and self-sufficiency. We believe in providing service through service. That's the foundation of EGBOK Mission.

EGBOK Mission is seeking volunteers to work on the Cambodia Project at various sites throughout Cambodia in the Phnom Penh and Siem Reap regions.

In addition to volunteer opportunities, longer term paid positions may be available depending on time commitment.

We are currently recruiting for winter, spring, summer and fall of 2012 with a rolling deadline.

We are looking for self-motivated individuals, adaptable to living in a developing country, with an eagerness to apply their background to serve others. Must be 18 years of age or older.

The Program: EGBOK Mission works with underprivileged young adults ages 16-22. We bring the industry to them through collaborating with various foundations and orphanages. We introduce an initial three-month course to explore hospitality and professional learning. For those students who want to continue with the hospitality track, we offer scholarships to attend the best vocational schools in Cambodia. This includes tuition, housing, living essentials and an array of social services. Upon graduation, we see employment placement through and monitor progress accordingly.

The Volunteers: Our volunteer program encompasses an array of roles that are pertinent to success of the organization. Outlined below are primary roles of Education, Social Work and Program and Project Management, however this does not limit the opportunity to take on another role outside of these if your skills and background are applicable to the needs of the Cambodia Project. We are open to hearing ideas from all backgrounds and experience.

There is no fee to volunteer with EGBOK Mission. We recognize the value in people offering us their time, knowledge and resources and do not see charging volunteers as a sustainable part of funding the organization.

The following qualities are essential to all volunteers:

- The innate desire to help others
- Open minded and willing to learn from others and the environment around them
- Mindful of cultural sensitivity
- Positive energy and attitude
- Self starting and takes initiative
- Motivated and hard working
- Detail oriented
- Excellent verbal and written communication skills
- Professional demeanor

I. Education & Curriculum Development

- Teach 3-month life skills and hospitality course to underprivileged young adults ages 16-22
- Plan and engage in hands on learning experiences outside of classroom
 - Cooking class
 - Field trips to hospitality establishments (i.e. hotels, resorts)
 - Field trips to tourism sites (i.e. Angkor Wat Temples, floating village)
 - Tour of hospitality education institutions
 - Arrange guest speakers to visit class
- Monitor individual student performance throughout course
- Create and manage student files for each student in class
- Write final evaluations for each student
- Assess optimal education track for each student based on course performance, ability and personal interest
- Serve as an integral role in future school placement
- Assess current curriculum and develop changes and new activities as needed
- Teach additional training courses in English, computers, budgeting and more
- Partake in weekly all-staff conference call with US and Cambodia teams

Specific Qualifications:

- Preferred, but not required, background in education, English as a second language, hospitality
- Experience working in multi-cultural environments
- Experience working with youth who's first language is not English
- Ability to connect with youth when language is a barrier

II. Social Work

- Oversee and assist with student transition in the following areas:
 - Preparation for moving from home to hospitality school
 - Preparation for moving from hospitality school to an independent lifestyle
- Monitor individual academic and internship performance throughout the school year
- Serve as contact person for students as unforeseen problems arise
- Support students experiencing emotional or physical distress
- Form trusting, open relationships with students
- Manage and update student files and incident reports
- Conduct group workshops on life skills training
- Hold one on one student meetings as needed
- Assist with student job placement and networking
- Build relationships with contacts at hotels for student job placement purposes
- Build working relationships with social workers at school students attend
- Partake in weekly all-staff conference call with US and Cambodia teams

Specific Qualifications

- Background in social work or related field
- Excellent verbal communication skills
- Ability to connect with youth when language is a barrier
- Willing to explore cultural trends to ensure appropriate support is offered (local student/youth culture – what is impacting students outside of their school and accommodation?)
- Experience working directly with youth groups and managing case loads

III. Program and Project Management

- Monitor and update program measurable indicators
- Assess program and project strengths and weaknesses
- Evaluate program needs and areas for improvement
- Evaluate organization structure, and areas for improvement
- Evaluate large scale program impact
- Assist with production of key organization documents, including:
 - Annual Report
 - Outcome reports
 - Impact reports
 - Grants
 - Outcome statistics
 - Long term growth strategy
- Outreach for longevity partnerships with foundations and businesses that will serve opportune to long term growth
- Research and assess new project partnerships in Cambodia
- Partake in weekly all-staff conference call with US and Cambodia teams

Specific Qualifications:

- Background in international development, program management or related field
- Experience and/or knowledge of implementing, monitoring and evaluating international programs and projects
- Ability to objectively assess organizational needs and implement changes

General Information

Time Commitment

Volunteers are required to make at least a three-month time commitment.

Housing

Housing to be provided by EGBOK Mission at a guest house in Siem Reap, Cambodia. This includes breakfast everyday. You will likely share a room with another EGBOK Mission volunteer. Accommodations are in fan rooms with no air conditioning, however if you would like air conditioning it is available at the expense of the volunteer.

Expenses

There is no fee to volunteer. This is an unpaid experience, however a modest stipend may be available upon long-term commitment. Volunteers are responsible for their airfare, visa, medical, and all other costs associated with their volunteer experience.

Submit an application

To apply, please submit your resume and cover letter to Annie Place at annieplace@egbokmission.org with subject "APPLICATION [YOUR NAME]".

EGBOK Mission is a registered 501c3 organization incorporated and based in Chicago, IL.