

QPID Summer Operations Director

Project & Job Description:	<p>Project Overview: The Summer Director position for Queen’s Project on International Development (QPID) is an opportunity for a Queen’s student to gain experience in overseas and domestic volunteer program coordination, leadership experience in the non-governmental organization sector and to develop administrative and financial management skills. Each summer, QPID facilitates partnerships for Queen’s students to volunteer with organizations in the development field for a period of approximately three months, doing work on a variety of projects. This summer, we plan to have 7 students working in Nunavut, Botswana and India. As QPID is an entirely student-run organization, making these projects viable requires having a Summer Director to act as a coordinator for our projects during the summer months, as well as to serve as the primary contact person for those participating in projects. Aside from time spent communicating with and coordinating volunteers, the Summer Director will also take on a multitude of responsibilities and projects to help QPID function as an organization over the summer months, when student volunteers are primarily unavailable. The Summer Director position is essential to QPID’s continued operations, and the successful coordination of summer projects abroad.</p> <p>Project and Organizational History: Queen's Project on International Development (QPID) is a student-run organization operating out of the Queen's Engineering Society since 1990. For over twenty-six years, the projects we have run over the summer have provided Queen’s students with the ability to participate in two or three-month internships, which provide host communities with eager volunteers and our volunteers with a unique opportunity for a cross-cultural learning experience. QPID has participated in over 200 grassroots community development projects in Guyana, Ghana, Nunavut, Bolivia, Peru, India, Nicaragua, Burkina Faso, Botswana and Kingston. We are part of the diverse and broad network of international opportunities available at Queen’s, and provide an invaluable service-learning dimension for students looking to engage with development work. The skills learned on a QPID project are useful in many other lines of work as well, including but not limited to engineering, health, youth work, and science. The Summer Director position, although different in nature, facilitates our ability to run projects internationally. The position provides a Queen’s student with experience in the operational and managerial side of developing, coordinating, and evaluating work-abroad placements, as well as conducting the day-to-day tasks associated with running a small NGO.</p> <p>Project Relevance: QPID contributes to Queen’s strategic goals in a number of ways. QPID participates in the national discourse of development by addressing development issues and inequalities in Canada. We send interns to Nunavut, to address a community identified</p>
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need of a lack of recreational activities for children during the summer months. QPID aids in deepening Queen's international engagement by providing students the opportunity to travel abroad and work with a grassroots organization for up to three months in the summer. This allows students to gain a rich variety of perspectives and opinions as they interact with people from around the world. QPID has external relations with organizations in the Kingston community, in Canada and globally. Through our 26 years of operations we have worked with countless organizations and we are able to represent Queen's students as they reflect the quality of our programs, education, and research capabilities. QPID, as a student-run organization, gives students the ability to learn about human resource management, allows students the leadership opportunities to manage QPID members, learn about financial management, and in turn give back to the Queen's campus.

Role Description & Responsibilities: The primary responsibility of the Summer Director is to serve as the program emergency contact for QPID volunteers working around the world, in cooperation with the International Center. They provide volunteers with the support they need by means of organizing logistics in regards to the airline/visa problems/accommodation, as well as regular communication and feedback on all activities. This year QPID will have 7 interns in three different regions: Botswana, Nunavut and India. The Summer Director will be heavily involved in ensuring the safety and support of interns throughout the summer. This will include having weekly phone conversations with QPID interns to provide support with interpersonal, workplace, and travel challenges that come up, and seeking advice from the Queen's University International Centre in the case of an emergency.

In addition, the QPID Summer Director will be:

- - working to evaluate the effectiveness of summer projects by employing and coordinating the assessment of various evaluation methods for those participating in projects
- - serving as a liaison between guardians, sponsors, advisers, project partners, and summer projects participants and other QPID volunteers to maintain strong communication
- - creating and distributing QPID's "Midsummer Report" and "Annual General Report" to communicate QPID's progress to all stakeholders
- - finding new funding sources, contact future sponsors, and complete grant applications;
- maintaining QPID's finances over the summer months, including coordinating finances for summer-project volunteers and ensuring that financial records are being kept
- - working on basic office administration and organization
- - ensuring a smooth transition between QPID teams from one academic year to the next, including preparing QPID for initiatives to be

	<p>undertaken in the fall months</p> <p>Required academic background: It is not a prerequisite for the Summer Director to be in Global Development Studies, however we do ask that the Summer Director have an understanding of QPID’s development perspective and consciousness.</p> <p>Special skills required to successfully perform the position: The student must have strong organizational and problem-solving skills, and the ability to self-motivate and direct oneself as they will be working mainly independently. Excellent written and oral communication skills are essential. Background experience with QPID or a similar organization would be preferred, as well as a strong grasp of international development issues and knowledge of exactly what QPID does. Because of this, it would be useful although not essential for the student to have a background in development studies education. Due to the financial management aspects of the job, a background in studying accounting or finance would also be beneficial. An invaluable asset for working with students engaging in a volunteer abroad program would be previous travel or cross-cultural learning experiences, in order to be the best resource possible to the interns.</p>
<p>Learning Plan::</p>	<p>Skills the student will be able to demonstrate and develop as a result of their SWEP experience:</p> <ul style="list-style-type: none"> • Management • Financial Budgeting • Conflict Resolution • Project Planning • Organizational Skills • Writing Reports • Grant Writing, Stewardship • Website Maintenance/Social Media Management • Communication Skills <p>Opportunities to allow student to develop these skills:</p> <ul style="list-style-type: none"> • The Summer Director will be supported throughout the entire summer by QPID’s incoming and outgoing General Directors and Projects Directors, as well as the staff of the Queen’s University International Center. • The outgoing General Director will train the student during the first week of the placement and together, a work plan will be created for the summer. Training will include financial procedures, getting to

know the interns, database management, orientation to the QPID office, and summer project briefings.

- Individual meetings will be set up with the previous Summer Director, outgoing Finance Director, Projects Directors, Campus and Community Director, and interns of Nunavut, Botswana and India to familiarize the Summer Director with all aspects of the organization and their responsibilities
- The General Director will maintain contact with the Summer Director via email and telephone to support all activities, and will travel to Kingston if necessary
- The Summer Director will receive Program Emergency Contact training from the Queen's University International Center.
- Cathy Lemmon, a staff member of the International Centre, will be the direct supervisor of the Summer Director. The supervisor will meet with the summer director on a regular basis, and will be responsible for ensuring that hours of the summer director are met.
- Thorough documentation of emergency situations, project decisions, communications, and meetings must be maintained throughout the summer. A summary of these activities will be emailed to the supervisor biweekly.

Unique opportunities the student will be able to participate in:

This student will develop these skills by running what is essentially a small NGO. This means that the student gains experience in everything from record keeping to financial management to marketing to all operational aspects. This opportunity is very unique since the student will gain experience and perspective in all facets of an organization. This is rare in most summer placements where the student's role is often more narrow.

Furthermore, this position is unique in that it allows for a student to be part of making another student's summer one they will never forget. QPID's interns are enlightened upon return from their projects and often describe their experiences as life changing. To be a part of this in any capacity is fulfilling and motivating.