Position Available: Volunteer/Trek Coordinator

Location: Nepal

How to Apply: Send your resume and cover letter to info@takeonnepal.com.au

The Role:

Take on Nepal work hard to ensure that all of our valued volunteers and trekkers have a positive experience in Nepal. Your role as volunteer and trek coordinator would require you to live in Kathmandu and also travel to remote destinations within Nepal to oversee the volunteer projects and treks.

 Your role requires you meet each Take on Nepal client and to provide them with extensive orientation. You are required to work closely with our local Take on Nepal team to provide the best possible experience for all Take on Nepal clients. Your role requires you to manage logistics related to the volunteer programs and treks, you will need to be extremely well organized with excellent communication skills.

As a Volunteer/Trek Coordinator, you will be required to:

·       Ensure effective communication between our Nepal office, the volunteers and our Australian office.

·       Support the in country Take on Nepal manager and other Nepali staff in the running of our programs and treks.

·       Liaise effectively with the Australian team and our Nepali team to make solid arrangements for all trekkers and volunteers arriving.

·       Provide initial orientation to all new arrivals, informing them about all aspects of their upcoming time in Nepal.

·       Provide encouragement to our clients, of whom many have not experienced life in a developing country and may experience culture shock.

·       Be meticulous with record keeping. Keep records on volunteer programs, treks, tours and of any relevant information.

·       Comply with the Take on Nepal risk management documentation to ensure that all ToN clients are safe and supported.

·       Be able to work well and respectfully with our Nepali team. Be able to communicate well with our staff and work in an inclusive manner, taking every opportunity to provide basic office training to our team.

·       Be physically and mentally able to handle the stress and demands of this role. You may also be required to work out of office hours.

You should be:

·       A fluent English speaker and writer.

·       Competent in all areas of office work- have to ability to work with computer programs, input data collection, use social media effectively and maintain clear computer records.

·       Able to work under pressure, staying calm and in control during stressful times.

·       Able to work with our Nepali team, providing guidance and support where necessary.

·       Open to accepting feedback and direction. You will be working under the direction of our Nepali manager.

·       Comfortable communicating with people from all backgrounds and ages.

·       Able to put people as ease in their new surroundings.

·       Flexible and resourceful.

·       Open, friendly and excited to have the opportunity to work alongside people from varying backgrounds and cultures.

Job Conditions :

Employed is on a contract basis. Most periods of employment will range from 3 weeks to 6 months.

The opportunity of employment is relies entirely on the outcome of the interview, reference checks and a police check.

Salary and Benefits:

·       Take on Nepal pays a good local salary, international flights, meals and accommodation.

·       You will have the opportunity to join our website advertised treks, tours and programs at no cost.

To apply:

Go to our online form, provide all requested information and wait to hear back from us.

Next step:

If your application is shortlisted you will be required to attend an interview, usually via Skype.