



SEEDS Iceland

Grettisgata 3a

101 Reykjavík

IS – Iceland

www.seeds.is

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SEEDS Iceland

Internship & long-term volunteering opportunities

We are looking for a number of interns and long-term volunteers to join our team. We are expecting our busiest summer ever, and we still have some openings for the following positions:

1. Logistics Coordinator
2. Accommodation Manager
3. Accommodation Manager Volunteers' Centre
4. Photo-marathon Coordinator
5. Camp Leader
6. Handyman - Carpenter / Plumber / Electrician
7. Board Games Centre Manager
8. Office Assistant

Please find further details and job descriptions below.

Application will be in the form of:

- Curriculum vitae (CV),
 - Motivation letter (ML) - Specific for the project(s) you want to apply for
 - Completed questionnaire (Q).
- <http://seeds.is/files/2012/seeds-interns-ltv-candidates-questionnaire.doc>

Applications should be submitted by **May 12th**. Selection will be made on May 16th

Applications will only be considered if the 3 documents (CV, ML & Q) are received fully completed.

Please state clearly which project you are applying for.

If you want to apply for more than one project, apply for a maximum of 3 and state clearly your project preference and availability of time.

Job is to start as soon as possible, the latest on June 1st and for a minimum of 3 months; longer stays are desired for some of the positions.

Please send your applications via e-mail to projects@seeds.is

More details about SEEDS and our activities can be found at www.seeds.is



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General Information

General applicant requirements:

- Good English (Icelandic is not needed)
- Availability from June 2012 for at least 3 months
- A flexible attitude towards work and working hours
- Being able to work under stress
- Ability to adapt to a diverse type of tasks
- Good computer skills
- Good communication and interpersonal skills
- Good organizational skills
- Proven interest in volunteering
- Ability to work independently and in a team
- Ability to manage your own workload
- Readiness to work 8 hours a day

What we offer:

- Food & accommodation in shared houses.
- Pocket money of 70 Euro/month.
- Daytrips and excursions free of charge.
- Free time to travel and opportunities to enjoy your stay in Iceland.
- A fulfilling job, although you'll have to work under stress from time to time.
- The possibility of participating, or leading, one or more camps.
- Nice colleagues, a great atmosphere and a lot of support in your job.
- The opportunity to be involved with SEEDS and to learn how an NGO works.

What we do not offer:

- SEEDS does not cover your travel costs from your home to Iceland and back.
- SEEDS is not an alternative travel agency, our projects are not cheap holidays. We expect a high level of motivation from every volunteer, cooperation, flexibility and open-mindedness!
- SEEDS does not provide insurance coverage. You must obtain health and accident insurance for the whole duration of your stay in Iceland. European Health Insurance Card (EHIC) holders can access state-provided healthcare in Iceland at a reduced cost. Every volunteer from an EEA country should have a valid EHIC, and carry it with them when coming to Iceland.



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Job Descriptions

1. Logistics Coordinator.

SEEDS is looking for a friendly and motivated Logistics Coordinators to organize and fulfill the logistics at SEEDS, including a driving schedule concerning the transport of volunteer groups to and from our workcamps, procurement of materials, tools and supplies for the projects, accommodation facilities and offices.

Further, the coordinator will help out at our office in Reykjavík as well as at our workcamps during our busy summer season. The work will mainly contain supporting our logistics throughout the summer.

Main tasks:

- Organizing the driving schedule together with the office staff
- Driving our volunteer groups to projects across the country - a clean DRIVING LICENSE is therefore essential!
- Co-organizing excursions and day-trips for our volunteers
- Collecting the shopping lists from the projects and doing the shopping
- Transporting materials & supplies between projects & SEEDS bases.
- Keeping SEEDS cars clean and in good condition
- Following up on SEEDS cars maintenance and up-keeping
- Distributing publicity and marketing materials for SEEDS while travelling
- Representing SEEDS when being with volunteers and/or local contacts around Iceland

Additional tasks:

- Supporting maintenance & renovation work in the SEEDS accommodations and the office
- Office work and communication between projects, as time allows
- As the summer progresses, your role will change and will be asked to do other administrative work such as processing donation receipts and participation certificates sent out to all short term volunteers.

We are particularly looking for people with:

- Very good grasp of English, either native speaker or degree level
- A clean and valid driving license
- Experience in driving
- Experience in driving a minivan in particular
- A clean and valid driving license for vehicles with more than 9 seats, if possible.



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2. Accommodation Manager

We expect our busiest season ever in this summer. Therefore, we make one of the SEEDS accommodations available for our volunteers to book their stay before and/or after their participation in a workcamp with us.

The Accommodation Manager will live in the house where volunteers can book a sleeping bag accommodation and will be responsible for keeping the house, things in order and making sure the stay is comfortable for everyone in the house.

In addition, the job may require co-organizing the daytrips and excursions schedule.

Main tasks:

- Care-taking and maintaining the SEEDS volunteers accommodation. This also means taking care that the accommodation is clean and in order.
- Organizing the daytrips and excursions schedule
- Maintenance work at the accommodations and the office
- Assisting with the coordination of logistics within SEEDS

Additional tasks:

- Representing SEEDS when interacting with the volunteers

We are particularly looking for people with:

- Experience in the hostelling/tourism sector
- Ideas to make the SEEDS accommodation successful
- Skilled in housekeeping and care-taking of accommodation facilities



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3. Accommodation Manager - Volunteer Center

We are looking for a friendly and motivated accommodation manager for one of our volunteers' centers.

The Accommodation Manager will live in the house where volunteers will be spending their workcamps during this summer.

The accommodation manager will be responsible for maintaining the house and the facilities, and for keeping things in order when there are projects with volunteers in this location.

In addition, the accommodation manager will be involved in organizing the daytrips and excursions schedule.

Main tasks:

- Care-taking and maintaining the SEEDS volunteers accommodation
- Helping in the maintenance of the SEEDS accommodations and the office
- Organizing the daytrips and excursions schedule
- Assisting with the coordination of logistics within SEEDS

Additional tasks:

- Representing SEEDS when interacting with volunteers and local contacts
- Making participation certificates and donation receipts for the volunteers
- Collecting the shopping lists from the projects and doing the shopping
- Co-organizing excursions and day-trips for volunteers
- Transporting materials & supplies between projects & SEEDS bases.
- Supporting maintenance & renovation work in the SEEDS accommodations

We are particularly looking for people with:

- Assets of value but not compulsory: Electricity, plumber or carpentry work.
- Ideas to make the SEEDS volunteers base successful
- A clean and valid driving license, experience in driving
- Experience in the tourism sector
- Skilled in housekeeping and care-taking of accommodation facilities



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4. Photo-marathon Coordinator

SEEDS is looking for a motivated and creative long term volunteer to manage our extended Photo-marathon projects in 2012.

SEEDS has run the Photo-marathon in Reykjavík for five years in a row and it has proved to be one of our most successful projects. In 2011 we held 12 Photo-marathon projects, coordinated by a professional photographer, who built up a network of contacts among both professional as well as amateur photographers, museums and galleries in Reykjavík.

The Photo-marathon project combines volunteer work, formal photography instruction and a photography exhibition with the aim of raising the awareness of volunteering as well as environmental issues in Iceland.

The Photo-marathon project has usually ended with an exhibition of the work of the volunteers and has received much attention from the public.

Main tasks:

- Responsibility for planning and executing the Photo-marathon projects of 2012
- Working out the ideas we already have, but also bringing in new ideas to make the camps more successful and interesting than ever
- Being a camp coordinator within the projects and organizing the photography lessons and seminars using your own material and the material and contacts we already have.
- Working closely with camp leaders & environmental messengers on the camps.
- Being in charge of organizing the exhibitions after each camp.
- Representing SEEDS when interacting with volunteers and local contacts.

We are particularly looking for people with:

- Very good grasp of English, either native speaker or degree level
- Experience in photography, both theoretically and practically



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5. Camp Leader

The work of SEEDS centres on running workcamps in Iceland and we need 2 leaders to join our team.

The responsibilities of a work camp leader will vary according to the hosting community and the type of project, but the following list gives an idea of what a workcamp leader normally is responsible for:

- Joining workcamps as a representative of SEEDS & taking on a leading role
- Acting as the link between the volunteers, the project host/hosting community and SEEDS, trying to ensure that the aims, needs and desires of all three can be combined to provide the best possible result.
- Motivating the group of volunteers to ensure that they are able to carry out the agreed programme.
- Setting a good example for the group of through his/her work on the project.
- Co-ordinating the sharing of the domestic arrangements such as meals and cleaning to ensure that the basic needs of the volunteers are met.
- Budgeting and/or managing food and other costs of the volunteers.
- Helping the volunteers feel comfortable with the project, establishing a good individual relationship, ensuring that they do not experience avoidable problems and that they remain happy with the project.
- Trying to involve everyone in the project so that no volunteer feels excluded from the group and none is alienated from the project.
- Managing the group dynamics of the volunteer group so that it does not split into sub-groups.
- Ensuring sufficient food, other health & safety considerations of the volunteers.
- Ensuring that volunteers are not exposed to any unnecessary risks to their health or to accidents in work or leisure activities.
- Providing the time and space for ideas to develop within the group, particularly in relation to the social programme, but also having ideas for activities that can be organized for the group in the evenings.
- You will also be expected to fulfil certain tasks outside the workcamp schedule, such as writing reports on the success of the project and news articles for the website.
- Representing SEEDS when interacting with volunteers and local contacts.



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6. Handyman - Carpenter / Plumber / Electrician

We are looking for a “handyman” to support our volunteers’ centers, accommodation facilities and offices.

We would like to host a motivated volunteer skilled at a wide range of repairs, typically around our facilities.

These tasks include repair and maintenance work, both interior and exterior, "fix-up tasks", and can include light plumbing jobs such as fixing a leaky toilet or light electric jobs such as changing a light fixture.

The Plumber / Handyman will live in one of our volunteers’ accommodations, and work on different maintenance tasks.

In addition, s/he will be involved in organizing the daytrips and excursions schedule.

Main tasks:

- Care-taking and maintaining the SEEDS facilities
- Tasks can range from minor to major, and can include painting, drywall repair, remodeling, plumbing work, electrical work, household carpentry, furniture assembly or repair, etc.
- Maintaining the different SEEDS facilities
- Assisting with the coordination of logistics within SEEDS
- Organizing the daytrips and excursions schedule

Additional tasks:

- Representing SEEDS when interacting with volunteers and local contacts

We are particularly looking for people with:

- People with experience in renovation / caretaking of houses.
- Ideas to make the SEEDS accommodation successful



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7. Board Game Center Manager - Leikjavík

SEEDS is looking for a manager for Leikjavík, a board games centre in Reykjavík. The centre, Leikjavík, was initiated by 2 SEEDS long-term volunteers in 2009 and has become a popular place in Reykjavík to play games for free, have fun and meet friends!

Its goal is to be a place where people can get together, meet new people and interact through the universal language of games. This was made possible through grants from the Youth in Action program, the Reykjavík City, the support of some Icelandic companies and some awesome and supportive game players.

The centre is like a library with board games instead of books. We want to be open to everybody - young people, old people, locals and foreigners, regulars and one-time visitors or travellers. The only rule is - you can just come and join in. You don't need to know the games, or bring anyone to play with. Everything is free of charge, accessible and easy!

Main tasks:

- Taking care of Leikjavík during its opening times. This includes: preparing the space for the visitors before opening, looking after the space, the games and the visitors.
- During opening times you will need to welcome visitors and encourage them to use the games, explain game rules, play games with visitors.
- Organising workshops about different board games, card games or other.
- Organising tournaments for the public. In the past Leikjavík organised Backgammon and Small World tournaments with great success.
- Promote Leikjavík in the city: make and distribute posters and flyers, send press releases to newspapers and magazines, contact radio stations and television, maintain the Facebook page and other related activities.
- Look after the games and other items belonging to the game centre.
- Finding and applying for funding, sponsorship or partnerships.

Additional responsibilities:

- Leaving Leikjavík clean and in order - the space is also used for other activities. This means, washing dishes, cleaning tables and related tasks.
- Shopping for Leikjavík: Food, drinks and basic supplies, shopping for new games.
- Recruiting and coordinating local volunteers to help out in the centre.
- Other tasks that may arise to ensure its smooth running and development.
- Representing SEEDS when interacting with volunteers and local contacts

We are particularly looking for people with:

- A passion for board games which you want to share with others.
- Good at interacting with people and able to explain how to play games in English.
- A creative and pro-active approach to promoting the centre and organising activities.



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8. Office Assistant (Management & Communications)

SEEDS is looking for a friendly, efficient and motivated Office Assistant in the field of Management & Communications.

The assistant will be working with the SEEDS management office in Reykjavík and assist the general coordination of the association and the running of our activities.

We are looking for a skilled individual who can assist the management in various tasks to help to smoothly run the operations of an office. We are looking for someone able to complete large and small tasks in limited available time to support SEEDS.

Main tasks:

- Working and assisting in the SEEDS office in Reykjavík
- Filling and updating documents, proposals, reports, minutes of meetings, etc.
- Data entry and loading other necessary information into software programs.
- Answering phone calls and emails. Communicating with partners and volunteers
- Works of daily errands, handling post office, bank, providing stationery, etc,
- Monitoring the order supplies related to the office and accommodations.
- Maintaining and organizing the paper and electronic documents for future reference.
- Maintaining up-to-date the contacts database and mailing lists.
- Documenting SEEDS activities. Writing articles and producing press releases
- Assisting to upload pictures and articles on the SEEDS website

Additional tasks:

- Assisting with the coordination of logistics within SEEDS
- Representing SEEDS when interacting with volunteers and local contacts
- To ensure the office area to be cleaned and in tidy order
- Making thank you letters, participation certificates and donation receipts

We are particularly looking for people with:

- Very good grasp of English, either native speaker or degree level
- Previous experience in office work
- Excellent written & oral communication skills, to deal with people of diverse backgrounds.
- Must be a initiator in taking responsibilities.
- Must have skills in setting priority and managing work pressures.
- Attention to detail and record keeping is an essential requirement
- Skilled in computer related functions of MS word, excel and other software.
- Must be familiar with the internet browsing, group messaging and e-mail programs.