



SEEDS Iceland
Grettisgata 3A
101 Reykjavík
IS - Iceland
www.seeds.is
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Phone: +354-7713300

SEEDS Iceland

Internship and long-term volunteering opportunities

We are looking for a number of interns and long-term volunteers to join our team.
We need to fill the following positions:

1. Photomathon Coordinator
2. Office Assistant IT
3. Camp Leader

Please find detailed 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/2011/seeds-interns-ltv-candidates-questionnaire.doc>

Applications should be submitted by **25th October 2012**. Selection will be made on **30th October 2012**.

Applications will only be considered if the 3 documents are received fully completed.

Please state clearly which project(s) you are applying for, your project preference (if you apply for more than one project) and availability of time.

Job is to start as soon as possible, the latest on **20th November 2012** and for a minimum of 3 months; longer stays are wished.

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



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General Information

General applicant requirements:

- Good English (Icelandic is not needed)
- Availability from 20th November 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 (Word, Gmail, Excel, etc.)
- 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

What we offer:

- Food and accommodation
- 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 varied, 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.
- Being part of the SEEDS family!



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Job Descriptions

1. Photomarathon Coordinator (2x)

SEEDS is looking for two motivated and creative long term volunteers to work in Reykjavík and manage our extended Photomarathon projects in 2012/2013.

SEEDS has run the Photomarathon in Reykjavík for four years in a row and it has proven to be one of our most successful projects.

The Photomarathon 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 Photomarathon 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 Photomarathon projects of 2012/2013
- 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.
- Organizing and arranging sessions with guest speakers to make the photomarathons.
- Working closely with the camp leaders and environmental messengers on the camps.
- Being in charge of organizing the exhibitions at the end of each camp.
- Helping with the logistics within SEEDS.
- 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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2. Office Assistant IT (1x)

SEEDS is looking for a friendly and motivated Office Assistant, who will be mainly in charge of the new SEEDS website and the maintenance and improvement of the SEEDS volunteer management system.

Therefore, you should bring experience in web programming. The SEEDS website has been renewed and the work needs to be continued.

Main tasks:

- Updating the SEEDS website. (Both designing and programming)
- Being the IT administrator for our SEEDS office.

Additional tasks:

- Assisting with the coordination of logistics within SEEDS
- Representing SEEDS when interacting with volunteers and local contacts
- Helping in the maintenance of the SEEDS accommodation and the office
- Producing participation certificates and donation receipts for the volunteers
- Processing phone bills of the volunteers

We are particularly looking for people with:

- Experience in IT
- Experience in website programming



3. Camp Leader

The work of SEEDS centres around running workcamps in Iceland and we need 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 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.
- Helping with the logistics within SEEDS.
- Representing SEEDS when interacting with volunteers and local contacts.