



Morocco Off The Beaten Track

Learning across borders

Title: Field Operations Staff +Video Project

Duties: Lead service projects, language camps and excursions with other field operations staff as determined by the Field Operations Coordinator. Supervise MOBT video project.

Duty starts: Sunday, June 19 - Monday, July 18

Report to: Field Operations Manager

Compensation: To be discussed

Duty Locations: Sefrou, Fez, Ifrane, Ahinajen (Middle Atlas Mountains)

Service projects

- Meet with the Field Operations Coordinator for instruction and directions of the service projects
- Assist in the implementation of service projects
- Help the Field Operations Coordinator coordinate any remaining details
- Work closely with local partners to facilitate service projects

Excursions

- Meet with the Field Operations Coordinator for scheduling and itineraries
- Assist with scheduled excursions with the Field Operations Manager
- Help the Field Operations Coordinator coordinate any remaining details
- Work closely with local partners and tour guides
- Assist with scheduling and organizing meals during excursions

Language camps

- Assist student participants brainstorm activities for the Dar Chebab Language Camp
- Lead students in English language classes
- Help the students come up with activities to use during the camp
- Organize scheduled current event discussions

Video Project

- Oversee the execution of the video project
- Work closely with Asil Visuals team, proactively communicating schedule, deadlines and conflicts in order to ensure the execution of the project
- Develop and recommend video guidelines

Other responsibilities

- Send weekly report/update to Field Operations Manager
- Help come up with backup activities when needed
- Perform any additional assigned activities from the Field Operations Manager or Executive Director

Expectations:

- Maintain punctuality during all activities
- Check MOBT email regularly and respond to possible inquiries
- Be available by phone 24/7 for emergencies and inquiries throughout the program
- Keep a daily journal to include in weekly report
- Abide by MOBT's policies of non-discrimination
- Reach out to Field Operations Manager for critical decisions first, then Executive Director - make best judgment decision if Executive Director cannot be reached
- Communicate and work as a TEAM with all MOBT employees
- Present yourself in a professional manner at all times
- Participate in MOBT daily team debriefing, and online employee orientation
- Provide excellent customer service to program participants

MOBT does not discriminate on the basis of religion, national origin, sex, disability, sexual orientation, age or citizenship in its programs and activities