

# Global Village Team Leader

## Desired Skills and Experience:

- Excellent oral and written communication skills.
- Demonstrated understanding of the Habitat ministry.
- Capability and commitment to learn and apply the GV team leader process.
- Capability to closely follow documented GV accounting procedures.
- Proven organizational skills.
- Positive group leadership experience.
- Flexibility/problem-solving capability.
- Commitment to Habitat's spiritual/devotional orientation.
- Ability to deal with health issues, medical emergencies and natural disasters.
- Cultural sensitivity.
- A sense of humor.
- A commitment to financial and environmental stewardship.
- Significant international experience a plus (not necessary for those leading within the U.S.).

## Job Description

**Job Title:** Global Village Team Leader—(volunteer)

**Department:** Global Village

**Reporting to:** HFHI GV coordinator

**Cross Functional Reporting to:** Host GV coordinator

### Supervisory Responsibilities:

Coordinate the activities, both work and planned recreation, of up to 20 team members for the duration of the trip— 7 days (5 workdays, two travel days).

### General Purpose of Job:

GV team leaders are trained volunteers who, in partnership with a host affiliate and HFHI GV coordinator, plan, organize and lead short-term work trips to hosting Habitat for Humanity affiliates in both international and U.S. locations. They serve as representatives of the Habitat for Humanity mission and Global Village program, and as advocates for both. The entire process, from conception to completion, spans six to 12 months.

### Essential Duties and Responsibilities:

The most essential and important functions and responsibilities of the GV Team Leader job are listed below. ***The number in parentheses indicates the percentage of total time typically spent performing that function.***

#### Trip Planning

- Assume the leadership role, in cooperation with the HFHI GV coordinator and host country GV coordinator, in planning the trip—scheduling, building an itinerary, communicating with the host coordinator, marketing, and increasing one's own knowledge of Habitat for Humanity, the host state and cultural awareness and sensitivity. **(15%)**

#### Organizing and Fund Raising

- Select compatible team members; finalize team roster, facilitate (optional) fund-raising, manage team member expectations through regular communications and solicit team member paperwork. **(20%)**

#### Predeparture

- Assemble and review final paperwork, emergency plan and devotional materials; devise and communicate arrival plan; maintain clear and concise communications with team and host. **(10%)**

#### In Country

- Present team orientation; coordinate team activities from arrival to departure, including lodging, meals, transport and planned recreation. Serve as liaison at build site; manage team expectations and dynamics; provide spiritual leadership; administer team finances; constantly be prepared to handle emergencies. **(50%)**

#### Post-trip

- Continue to be an advocate of the GV program and the Habitat mission. **(5%)**