



## **VOLUNTEERS NEEDED**

**for Teacher Training (TT) & Permaculture Design Certificate Course (PDC) happening before IPC India 2017**

We are looking for two enthusiastic people to join our team as **Venue Logistics & Course Assistance Volunteers** to support us before and during the pre-IPC India 2017 Teacher Training (TT) from 21-30 October 2017 and Permaculture Design Certificate Course (PDC) from 3-22 November 2017.

More info about the courses: <http://ipcindia2017.org>

### **Venue Logistics & Course Assistance Volunteer**

Take care of everyone's needs, make sure everything is clear to everyone, enquiries are handled in a timely and friendly way, and make sure everything is in place for the instructor team & participants to have a great experience!

Experience and skills:

- Excellent spoken and written English, Telugu and/ or Hindi a strong asset (Telugu preferred)
- Good knowledge of permaculture principles and a strong and active commitment to the ethics of permaculture - Earth Care, People Care and Fair Share. You have either taken a PDC course already or are eager to do so before October 2017.
- Experience in organizing large-scale events, and organizing logistics
- Practical, hands-on person and good level of physical fitness
- Resilience and ability to cope with heavy workload especially at peak times during the course
- Flexibility to take over new tasks and willingness to adapt to changing circumstances and urgent requirements
- High level of organization and ability to stick to timelines
- Inter-cultural sensitivity
- Collaborative work attitude and ability to work well in a team
- Calm and patient personality with high frustration tolerance
- Excellent communication skills and people person, experience in NVC, mediation or similar a strong asset



## Responsibilities:

- Coordinate tasks and collaborate closely with the other venue logistics and course assistance volunteers
- Liaison between course team and IPC team, farm manager and staff on site
- Building, setting up and maintaining physical infrastructure on site
- Managing IT & communication such as internet connection on site, assisting participants and instructors with IT and internet issues
- Making sure everyone is familiar with the infrastructure on site, their responsibilities and the daily schedules; for instance making and distributing participant & instructor kits with venue map, schedules, dos & don'ts etc.; briefing arriving guest on their first day
- Procuring classroom supplies and managing stocks during the course
- Printing and xeroxing study materials
- Running errands and going back and forth between classrooms & office for day-to-day needs
- Participant checkin & checkout; managing accommodation-related logistics and queries
- Manage cleaning staff and coordinate final clean-up after the course
- Manage rental and logistics of vehicles & drivers for shuttle service from Hyderabad
- Coordinate transport of participants and instructors to and from venue and for field trips
- Occasional visits to the farm before the beginning of the course will be expected as and when needed.

All volunteers will work in close collaboration with the rest of the TT & PDC team (around 8-9 people in total, plus instructors) and the IPC organizing team. Flexibility with regard to tasks is required from everyone, and we expect all volunteers to proactively react to changing circumstances and unexpected turns of events.

## Time frame

All positions are part-time with flexible hours, starting in February 2017 (or later) up to December 2017. This job is a long-term commitment, and we expect all volunteers to remain committed to it until after the course and convergence, i.e. end of November 2017. Some follow-up work and communication will also be expected up to January 2018.

## Working hours

Hours until November 2017 can be discussed individually; there is likely to be less work for the first few months, with things picking up in the last months and weeks before the course. Flexibility in reacting to changing requirements is essential. We are aware that all volunteers will have other obligations, and everyone's needs will be discussed in the team and solutions found as required.

All volunteers are expected to be on site full-time from 21st October until 24th November 2017; and likely a bit sooner for venue logistics volunteers. During the course, you will as much as time permits be encouraged to sit in for classes, benefit from our team of high profile instructors and network with instructors and participants in your free time. You will however be expected to be available on short notice at all times during the course as circumstances and



unexpected events call for. All volunteers will be free to attend the IPC Conference and Convergence happening right after the course.

## Benefits

We are not able to offer monetary compensation for these posts, as the course is designed with a tight budget, and any profits from the course will be donated to support the IPC India 2017.

You will get rewarded by getting to work and connect with a team of high-level international permaculture practitioners and teachers, you will build your work experience in an international team of caring and enthusiastic permaculturists. If needed, you can get a reference letter from Aranya Agricultural Alternatives at the end of the course if you worked to mutual satisfaction. In addition, you will get free food and accommodation (probably in a shared tent, although you'll be welcome to bring your own tent, too) during the course and a discount on your registration for the IPC Conference and Convergence.

Volunteers report to the project managers of the course and to Rico Zook, and work in close collaboration with the IPC team in Hyderabad. We work in a team with flat hierarchies, where each of us takes responsibility for their work and is expected to work in an independent and pro-active manner, keeping team members in the loop about important developments and consulting with them as and when required.

## Applications

To apply for any of the positions, please write to Nina on [ipcfdc2017 \[at\] gmail \[dot\] com](mailto:ipcfdc2017@gmail.com).

Please apply as soon as possible - we're trying to fill the positions by mid September at the latest.