



DARE Network  
PO Box 47, Mae Sariang  
Mae Hong Son Province  
Thailand, 58110

## Drug & Alcohol Recovery & Education Network (Ruammit DARE)

### VOLUNTEER POSITION DESCRIPTION

DARE Network is looking for a long-term volunteer, 1 to 2 years, to share our journey on the Thai/Burma border. DARE has no funding for this assignment but will help where we can. It is possible that the volunteer will be able to access funding at a later date but we need you now!

### **RESPONSIBILITIES**

#### **Assisting External Relations Management:**

(To be done Monthly/Quarterly as resources allow)

The volunteer will help manage external relations with coordinating bodies, advisory boards as well as funders. This includes:

- Assisting staff in liaising with CCSDPDT NGO members, attending CCSPDT meetings and reporting back to remaining staff
- Supporting staff to attend local NGO/CBO monthly coordination meetings
- Help manage funder relations including visits, communications and reporting requirements
- Help staff build better reporting mechanisms to the local advisory board

#### **Assisting Internal and Financial Management**

(Ongoing as part of placement)

The volunteer will help improve internal financial and management systems that support DARE programming. This includes:

- Providing support to staff in developing their communication skills and systems
- Assisting in developing systems to record planned and achieved activities
- Assisting in developing organizational behaviour
- Assisting in the production DARE annual evaluations and reports
- Assisting in financial policy writing and financial planning for sustainability
- Helping staff to develop office culture that supports programming and beneficiaries
- Assisting with team approach and encouraging gender equality

drugfree@darenetwork.com  
www.darenetwork.com

## **Assisting Resources Procurement and Management**

(Ongoing as part of placement)

The volunteer will help staff increase and improve available resources for institutional and programmatic activities. As well, the volunteer will assist in ensuring communication and support systems from core staff to camp staff are functioning effectively as indicated by improved program results. This includes:

- Assisting staff to write proposals and reports to funders in a timely and complete way
- Assisting staff and technical advisor to solicit funds from government agencies, foundations, corporations, internet and private donors
- Assisting in analyzing evaluations and documentation to provide information for annual reports
- Helping develop fundraising tools and international sustainable sources of funding

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential Minimum Qualifications**

- Education or equivalent experience in any of the following:
  - Community non-profit or small business ownership/management
  - Other self-starting experiences that could be transferred to a community-based organization
- Solid management and financial skills
- Flexibility, creativity and the ability to work outside the box
- Attention to detail
- Excellent communication skills
- Driver's license

### **Essential Minimum Experience**

- Working in a cross cultural environment
- Working in a management, financial management or project management setting
- Managing or mentoring staff
- Experience in community fund raising
- Computer skills: Word, Excel and website management
- Role model for gender equality
- Experience in addiction is not necessary but it is expected that the volunteer will not be a substance abuser or use substances on the job

## **Volunteers We Are Looking For**

- Are mature, extremely healthy and robust, gender sensitive, independent, self confident, kind, energetic, a good communicator, able to make decisions and a role model for self-initiation
- Are able to work in an unpredictable environment and are aware that working with war affected people may also affect them
- Are able to ask for support and to give support and to be able to follow a vision already in place
- It would be helpful if the volunteer had prior knowledge about the situation in Burma and the refugees on the Thai/Burma border
- Are interested primarily in serving others and not as an opportunity to meet career goals or as an adventure (although these things might come to them it must not be the primary motivation)
- Are able to work hours as needed: not a 9-5 job, although time off is available as negotiated with rest of team. Experience working in an advocacy role is beneficial
- Have assertive skills to advocate for DARE Network and the people it serves among Funders, NGOs, Community leaders and hopefully a willingness to educate and share with people in the world the situation of the displaced people of Burma

## **LOCATION**

### **Assignment Location Description**

DARE Network's office is located in Mae Sariang, a small town in Mae Hong Son province in northern Thailand. Mae Sariang is quite well developed, with broadband internet access and some western food available. Mae Sariang is on a tourist circuit so there are English speaking shops, restaurants and guesthouses in town. There is a small ex-pat community and a number of volunteers currently living in the town.

*The DARE car travels regularly to Chiang Mai and the volunteer is able to travel with that car which takes about 3 hours or take a bus, which takes 4 – 5 hours. In addition the volunteer will be required to travel to Bangkok for meetings either by bus, train or plane according to financial status of DARE at any given time. The volunteer will also be required from time to time to travel to the 9 refugee camps and 2 migrant areas on the Thai/Burma border that DARE serves. A driver's license and driving skills are helpful.*

### **Assignment Workplace Description**

The workplace is an office in Mae Sariang with high speed internet, telephone, printers. It is clean and accessible. A shared computer is possible but the volunteer should be encouraged to bring own laptop if they have one. There is no air conditioning but fans are provided for hot season. Other work places include 8 refugee camps and 2 migrant areas in Mae Sot and Mae Hong Son.

## **VOLUNTEER CONTRIBUTIONS**

DARE Network has no external funding for volunteers. The volunteer is expected to be self-supporting. However, DARE will not charge volunteer for fees. DARE will provide refugee camp passes for the volunteer.

The volunteer must supply her/his own visa, travel to Thailand, health insurance and living costs. DARE will pay the volunteer's travel expenses when on assignment for DARE only.

## **HOW TO APPLY**

Persons interested in applying and learning more can contact:

**Pam Rogers** (Technical Advisor)  
Email: [drugfree@darenetwork.com](mailto:drugfree@darenetwork.com)  
Phone: +66 (0)89 851 6253