

Baptist Medical Centre, Nalerigu, Ghana – West Africa

Available Position: Guesthouse Host/Volunteer Coordinator

Assignment length: 6-12 months, starting March 2010

Duties:

- Correspond with potential volunteers
 - Coordinate with medical staff regarding volunteer needs/timing
 - Recruitment of volunteers
 - Coordinate transportation with Business Facilitator in Accra (arrival in Accra & departure to Tamale/Nalerigu)
 - Arrange for hospital driver to pick-up volunteers at Tamale airport and return them to Tamale for departure (flight to Accra)
 - Schedule housing assignments for volunteers
 - Be prepared for emergencies - usually in the form of sick expatriates who show up for treatment and need a place to stay
 - Collect payment from volunteers
 - Prepare monthly cash advance/financial report
 - Supervise guesthouse workers (cooks, cleaners, etc.)
 - Monthly payment of guesthouse staff
 - Ensure that rooms are ready for guests and stocked with needed items
 - Maintain food inventory/supplies
 - Work with cook on menu planning
 - Keep houses adequately maintained (appliances in working order, gas bottles for stoves, plumbing issues, etc.)
 - Arrange for necessary repairs to be made by hospital maintenance workers or contract personnel
 - Purchasing - any items needed for operation of guesthouses (food, cleaning supplies, linens, furniture, appliances, etc.)
 - Maintenance of amenities (DST-TV, satellite internet, etc.)
 - International driver's license/Ghana driver's license
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Interested? Contact Micah Flint for complete information!

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