



VOLUNTEER STORIES 2010

Job Description for Panel Judges

Title / Position:	Panel Judge for Volunteer Stories
Supervisor:	TBC
Worksite (e.g., office, field, home):	Volunteers can do most of this work from home or office. Some judges will be asked to participate in a final review meeting, which will take place in District 1, HCMC
Start Date (if any):	31 August 2010
Number of Volunteers Required:	5 to 10

ABOUT LIN

The LIN Center for Community Development is a licensed, Vietnamese, not-for-profit organization (pursuant to Decision No. 741/QĐ-LHH, 26 May 2009 by the Vietnam Union of Science and Technology Associations and Registration No. A-840, 29 June 2009 by the Ministry of Science & Technology).

LIN works to help people doing good do good better in the hopes of building stronger communities. Our primary beneficiaries are grassroots not-for-profit organizations (NPOs) and individual and corporate philanthropists located in and around Ho Chi Minh City, Viet Nam. In addition to providing direct support to local not-for-profit organizations, LIN also serves as a vehicle through which donors can effectively contribute their knowledge, energy and resources to support these NPOs.

ABOUT VOLUNTEER STORIES

In an effort to highlight individuals that help make our communities stronger, LIN is holding a competition for volunteer stories – written narratives, photographs and/or digital videos that illustrate the depth and breadth of volunteer work taking place in Vietnam. By sharing volunteer stories - the joys, the challenges, the outcomes and the impacts, LIN seeks, first and foremost, to appreciate the work that is being done by volunteers and, second, to inspire others to try volunteering in their own community, each in his/her own way.

POSITION DESCRIPTION

Goal: To support LIN in its efforts to identify meaningful “stories” (narratives, videos and photos), which illustrate the depth and breadth of volunteer work that is taking place in Vietnam.

Brief description of the work to be performed: We are looking for individuals who can help evaluate and rank eligible submissions to our 2010 competition for volunteer stories in accordance with the terms and conditions of the competition as well as pre-set criteria, which will be provided to the volunteer reviewers in the form of an evaluation template.

List of activities:

1. Attend an orientation meeting with other panel judges to review the terms and conditions as well as the criteria for different prizes. This meeting will also be an opportunity to ask any questions to ensure full understanding. For volunteers outside of HCMC, it may be possible to attend this meeting via Skype or teleconference call (TBC).
2. Review and evaluate ten to twenty narrative and/or video submissions in the span of two weeks time (from August 31 to September 14th).
3. Complete the template evaluation form, to be provided by LIN, for each submission that is reviewed and provide this to LIN two days prior to the date of the panel group discussion.
4. (For those located in HCMC) Participate in a half-day meeting to talk about the top stories and to select the winners of the two grand prizes and the ten category prizes.
5. Complete an evaluation of the volunteer experience and judging process.

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TIMEFRAME

- Length of commitment:** 2 to 3 weeks (August 31st to September 21st)
- Estimated total hours:** 5 to 14 hours, depending on level of commitment (it should take no more than thirty minutes to review and evaluate each story plus four hours for participation in the final group review meeting)
- Preferred schedule:** Proposed schedule is detailed below:
- 31Aug: Volunteers participate in an orientation meeting.
 - 01 to 06 Sep: Volunteers receive review template and volunteer stories submissions for review
 - 14 Sep: Deadline for Volunteers to submit their completed evaluation forms to LIN
 - 17 or 18 Sep: Meeting to select winners
 - 29 Sep (TBC): Award ceremony (participation is optional)

QUALIFICATIONS SOUGHT

1. An awareness of and interest in volunteer activities taking place in Vietnam.
2. An ability and willingness to read, observe and listen with an open mind.
3. Strong ethics and moral values.
4. Passion for community building.

BENEFITS TO THE VOLUNTEER

1. Refreshments during the orientation and group discussion meetings.
2. Complimentary use of LIN's printer and copier, as may be needed.
3. Recognition and acknowledgement for your contribution at any event and/or in any formal publication of the winning stories (TBD).
4. Invitation to the award ceremony.