

General Information

When applying for a volunteer position we ask for the following requirements to be met:

- A proven interest in volunteering
- Good English (Icelandic is not necessary)
- Available for at least three months, preferably longer
- A flexible attitude towards the work required and agreed working hours
- Ability to work independently and in a team
- Time management skills
- Able to adapt to a diverse range of tasks and cope well in stressful situations
- Good communication and interpersonal skills
- Well organised
- Good computer skills (Google drive, email etc.)

As a volunteer you will ...

- Be provided with accommodation and food; volunteers will stay in a shared flat owned by SEEDS in Reykjavík, (2-4 people per room)
- Receive an Icelandic SIM card plus monthly allowance
- Have opportunities to join daytrips and excursions free of charge, when available
- Have free time to travel and enjoy your stay in Iceland
- Experience a varied and fulfilling job
- Participate in or lead one or more camps, when time and space allow
- Receive support for the work and tasks you carry out from friendly, welcoming colleagues
- Have an opportunity to develop your skills and learn how a Non-Government Organisation operates

SEEDS does not ...

- Cover international travel costs to and from Iceland and transport from and to Keflavík airport
- Provide a cheap holiday alternative to Iceland. We expect high levels of motivation, cooperation, flexibility and open-mindedness from all volunteers.
- Cover your health and accident insurance, it is your responsibility to get the appropriate cover for the duration of your stay. European Health Insurance Card (EHIC) holders can access healthcare in Iceland at a reduced cost. Every volunteer from an EEA country should have a valid EHIC and carry it with them when travelling to Iceland.

Role Descriptions, Main Duties and Responsibilities

1. PR & Communications Volunteer

Based in the SEEDS office in Reykjavík, the PR & Communications Volunteer helps facilitate communication links between staff and other volunteers (short and long-term) as well as local and partner organisations from other countries. The role involves, but not limited to, carrying out general admin duties and more specific marketing and publicity tasks to promote current and future volunteering projects. This role suits volunteers staying for at least three months, preferably longer.

The main duties for this role are ...

- Supporting SEEDS' marketing and publicity activity through updating social media channels with news from workcamps and other activities on a timely basis and help maintain a consistent tone of voice
- Write press releases in coordination with the Project Manager
- Update the website with relevant project information and working with the Photography Camp Leader to organise and keep accurate records of all camp photography
- Supporting the Project Manager with the development of a newsletter
- General administration duties including monitoring and responding to emails, updating the mailing list, minute taking, bookkeeping, preparing participation certificates, updating and archiving office records
- Assisting in gathering travel information of camp volunteers prior to their arrival in Iceland
- Keeping accurate records of camp statistics for future publicity purposes
- Helping with maintenance and cleaning of SEEDS' accommodation and office premises

Your main volunteer responsibilities are ...

- Represent SEEDS in a professional manner when interacting with partner organisations, staff, locals and other volunteers
- Actively contribute to the running of the organisation, support other team members and help maintain a welcoming and friendly environment
- Encourage new ideas and suggestions for improvements within the organisation
- Attend all general volunteer and team meetings, training and evaluation sessions

2. Photography Workcamp Leader

Working directly with other participants, Photography Workcamp Leaders are responsible for planning and executing projects for SEEDS' photography and environmental workcamps. This involves, but not limited to, organising photography workshops, lessons and exhibitions as well as teaching about the art of photography. This role suits volunteers staying for at least three months, preferably longer.

The main duties for this role are ...

- Managing, planning and delivering photography projects and workcamps
- Using your own work along with material and contacts supplied by SEEDS, assist and teach participants how to improve their photography skills
- Demonstrate techniques during photography lessons and seminars to enhance the participants' experience
- Create new project ideas to keep the camps interesting and up to date
- Work closely with other camp leaders to develop ideas that can be used to link projects
- Manage the group dynamics and keep participants motivated to ensure the goals of the project are met and everyone works to their full potential to achieve the best possible outcome
- Ensure good health and wellbeing of the participants are maintained and help coordinate ideas for a social programme and activities in the evening
- Coordinate the domestic arrangements at SEEDS' accommodation to ensure the volunteers' needs are met
- Working with staff and volunteers based in the SEEDS office, organise an online exhibition after each camp to showcase the participants' work
- Prepare evaluation reports following each camp
- Organise and keep accurate records of all camp photography with relevant copyright and credits
- Working with the PR & Communications volunteer, help keep SEEDS' social media and website up to date
- Helping with maintenance and cleaning of SEEDS' accommodation and office premises
- Assisting with the planning or driving of excursions for participants if needed

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3. Logistics & Operations Volunteer

Volunteers in the Logistics & Operations team help deliver the operational plan for each project and assist with general duties across the organisation. The role involves, but not limited to, assisting with the weekly food shopping, ensuring correct recycling is carried out and taking to the necessary recycling centres as well as assisting with the transportation of food, materials and equipment between project locations and the SEEDS office in Reykjavík. The role suits volunteers staying for at least three months, preferably longer.

The main duties for this role are ...

- Assisting with the weekly shopping duties and distributing the goods to the volunteers' accommodation. Shopping duties are carried out weekly on Monday and Thursday and can take up to four hours.
- Driving short-term volunteers staying in Reykjavík on excursions within or close to the capital. These include the south shore, Golden Circle, Snæfellsnes peninsula, Reykjanes peninsula and the Hot River Hike. All excursions provided by SEEDS are charged at a reduced price to that of other tourist providers with the aim of giving volunteers the opportunity to see more of the country at an affordable price. This additional income helps ensure SEEDS camps remain financially viable.
- Working with office-based staff and volunteers to help coordinate driving plans for individual projects. This involves driving volunteers to their designated camp which could be located anywhere in Iceland; if required the driver will stay overnight with the camp host and return to Reykjavík the following day.
- Picking up and transporting donated furniture for use on SEEDS premises
- Assisting with maintenance and cleaning duties of SEEDS' vehicles, accommodation and office
- Assisting with general admin duties in the SEEDS office as and when required

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- Attend all general volunteer and team meetings, training and evaluation sessions