



KODAIKANAL INTERNATIONAL SCHOOL

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HR Office

KIS Volunteer Program

What does the term 'volunteer' mean?

'Volunteer' is used to describe those professional staff members who give their time and expertise to KIS for a short period of time.

How long a commitment would this mean?

Usually an academic semester is found to be the most useful period to KIS. This means arriving the first week of July and staying until late November or from the first week of January until the end of May.

What visa is required?

Volunteers must come on an **employment visa**. KIS provides support with the necessary documents and will reimburse the employment visa fee.

What is the volunteer's commitment?

Volunteers obtain their own employment visas to India and make their own travel arrangements up to the airports or train stations nearest Kodaikanal (eg: Madurai, Dindigul, Coimbatore). While at KIS volunteers are expected to participate full time (40 hours per week, plus some chaperoning duties) in school life and to subscribe wholeheartedly to the KIS goals and philosophy.

What is KIS commitment?

KIS provides the following to volunteers:

- Free regional airport or train station transfers at joining and end of service
- Reimbursement of employment visa fee in Indian rupees
- Housing with basic furniture. Housing may be shared and is within walking distance of campus
- Linen, blankets, basic kitchen implements and crockery
- Hospitality allowance of Rs 6000 per month
- Free meals in KIS dining hall for volunteer(s) and dependent family members
- Medical attention at KIS Dispensary and medication upon KIS Doctor's recommendation as per the school's Health Plan.
- Free education for up to two dependent children enrolled at KIS
- Other perquisites (ie energy ration for utilities - electricity / firewood / cooking gas)

What qualifications are necessary?

Volunteers are usually qualified and certified teachers. They are also people who can serve as consultants or assist in administration, computer education, accounting, recreation, music, ESL and other fields of expertise within the KIS program.

What types of positions are open at present to volunteers?

- Unexpected and emergency openings
- Special projects
- Assistance in dormitories, elementary, ESL, PE, activities and study hall programs
- Filling in for teachers on inter contract or sabbatical leave
- Specialists in curriculum planning, new teaching methodologies, learning disabilities, careers and college advisory services, personal counseling, medical services, video & photography expertise or journalism
- In service staff education.

Please submit an application and make contact with KIS. It is possible your skills may match a current need!

