Office Assistant / After-School Supervisor

Call ID: NAD-SSS-000921-2027
Where: Saipan, United States
When: Jul 26, 2027 - Jun 9, 2028

Summary

The Adventist Volunteer Service (AVS) worker will assist in the instruction, supervision, and care of students in grades 1–8. Responsibilities include supporting classroom teachers, helping with small group instruction, supervising students, and assisting with school activities. The volunteer will also participate in church in-reach and outreach programs. Regular church attendance is strongly encouraged. This position is a volunteer service assignment and provides a small monthly living allowance to assist with basic expenses. Monthly Living Allowance: $500 (Per diem / grocery support) Work Schedule: Approximately 35–40 hours per week Location: Saipan, Commonwealth of the Northern Mariana Islands (U.S. Territory, near Guam)

Destination

Saipan United States

Term

Long-Term, 10 - 12 months, Jul 26, 2027 - Jun 9, 2028

Position

Type: Secretarial, Total People Required: 1, Target Age: College (18-25)

Finances

Cost: $0.00, Monthly Living Allowance: $500.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Lodging

Volunteers will be housed in furnished mobile container housing units provided by the school. Each unit is divided into two private bedrooms, with shared common areas in the center, including a fully equipped kitchen and a bathroom with shower facilities. Housing includes hot and cold running water, air conditioning, and reliable electricity. Each unit is fully furnished and designed to provide a comfortable living environment for volunteers. Wireless internet (Wi-Fi) is available in the housing area for academic, communication, and personal use. Volunteers will share common living spaces such as the kitchen and bathroom, while maintaining private sleeping rooms. Same-gender housing is provided.

Food

During weekdays, meals are available through the Public School System (PSS) meal program. Breakfast and lunch are provided on school days, and volunteers are welcome to participate. Since many students do not

regularly utilize these meals, availability is generally sufficient. In addition to the school meal program, volunteers receive a monthly living allowance of $500 to assist with personal food purchases and other basic expenses. Volunteers may also prepare their own meals using the fully equipped kitchen provided in the housing units, which includes standard cooking appliances and utensils. This combination of school-provided meals, monthly allowance, and cooking facilities helps ensure that volunteers have flexible and reliable access to food throughout their service period.

Restrictions:

School-provided housing is located in mobile container units and is not specifically designed for individuals with mobility impairments. There are stairs and elevated entrances, and wheelchair-accessible facilities are not available. Housing is provided on a shared basis with same-gender accommodations. Volunteers are expected to respect housing policies and community standards. Volunteers with special medical, physical, or accessibility needs are encouraged to communicate with the administration in advance to determine suitability.

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Health clearance required.

Go to www.cdc.gov and click on travelers' health and choose your destination recommendation.

Dress

Acceptable:

During weekdays, volunteers will be provided with a school uniform polo shirt (top) and are expected to wear it during school hours.

Men: Long pants (no jeans) during school hours; collared shirts for church services

Women: Modest skirts or dresses past the knee when in public Modest casual wear is permitted on campus after school hours.

Unacceptable:

Tight, short, sleeveless, or sheer clothing, excessive jewelry, extreme hairstyles.

Duties

Duties

Assist with daily office operations, including answering phones, greeting visitors, and handling basic correspondence. Support student records, attendance, and administrative paperwork. Assist with filing, data entry, and document organization. Provide clerical support to school administrators and teachers. Supervise students during after-school programs and activities. Ensure student safety and appropriate behavior after school hours. Coordinate check-in and dismissal procedures for after-school students. Communicate with parents as

needed regarding after-school matters. Help maintain a clean, organized, and professional office environment. Support school events, meetings, and special programs. Uphold confidentiality and professionalism at all times. Serve as a Christian role model for students. Perform other duties as assigned by school administration.

Qualifications:

- Baptized member of the Seventh-day Adventist Church
- Must be a U.S. citizen, permanent resident, or hold a valid and appropriate visa for service in the United States
- Willingness to serve as a volunteer with a modest living allowance
- Ability to adapt, serve others, and work in a team environment
- Commitment to serve for 10–12 months
- Proficient in spoken and written English

Experience

None

Education

High School

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Any

Host	« Private »
Host Contact	« Private »

Travel Documentation

Travel

Destination City	Saipan	Destination Airport	Francisco C. Ada/Saipan International Airport (SPN)

Medical

Required Inoculations	(not set)	HIV Clearance Required?	No
Medical Recommendations	For the latest requirements and recommendations go to www.cdc.gov and click Travelers' Health, then choose your destination recommendation.		

Visa

Visa Required?	No	Visa Type	(not set)
Visa Application By		(not set)	
Work Permit Required?		No	
Work Permit Application By		(not set)	
Police Clearance Required?		Yes	
Child Protection Required?		Yes	
Send Documentation To		avs@gmmsda.org	
Documentation Deadline		May 31, 2026	

Visa Travel Details

(not set)

Interview		**Orientation**	
Phone Interview Required?	Yes	Orientation on Site?	Yes
Signed Agreement Required?	Yes	Orientation Stipend?	No

Travel Advisory

United States

1 Exercise normal precautions