



## Frequently Asked Question

### VOLUNTEER & INTERNSHIP PROGRAMME

#### Volunteer Programme

- **What volunteer opportunities are there at Green School?**

Starting August 2014 we have launched our Volunteer Programme. We welcome and embrace any ideas, connections and experience to enhance our sustainability, care for our environment, build on our programs and support our fundraising efforts through aspiring volunteers from around the world.

We offer you to volunteer with us for a period of 6 months and up with two intakes in a year, January or in July.

Volunteer opportunities are offered in a variety of departments, including Faculty as specialist teacher or teaching assistant, Admissions, Events, Communications, Finance, and Operations. Since not all departments may offer internships throughout the year, it's always best to refer to our website for the most up-to-date information.

All volunteers need to fill out an application form and pay for their own visa. To fill out the form, please [click here](#).

- **Do I have to pay for the volunteering program?**

No. However, you need to pay your own visa, accommodation and transport.

- **Will I get paid?**

No, it is a non-paid position.

- **How and when should I apply?**

All of our volunteering and internships openings will be posted on our website typically 3-6 months prior the start of the term.

Applications are typically due 2-4 months prior to the start of the internship or residency. Please allow enough time for you to arrange the temporary stay and work visa.

Applicants should visit Green School's website for specific instructions on how to apply

and information on application deadlines. If you visit our site and don't see any positions of interest listed, we encourage you to check back at a later date.

- **What can I do as a volunteer at Green School?**

You will be working within your specific field of expertise (e.g. If you are a teacher you will support teachers at Green School, etc.

- **Will I be provided an accommodation during my internship or volunteering programme?**

No. However, we may help you find accommodations close-by to the school.

- **How much would I need to pay for accommodation per month?**

It's really depends on the kind of accommodation and the facilities it offers. A room can go as low as US\$ 50/month up to US\$ 200/month which will have more facilities.

- **What are the working hours**

Working hours may vary depending on the department that you work with, but generally it is Monday to Friday from 8.00am to 4.00pm. Respective departments will send a detailed information of your volunteering and/or internship programme once you get the position.

- **What are the perks offered to volunteers?**

Lunch during working hours, workshops offered at school, free entrance for any public and community events held at Green School, getting connected and build network to our amazing and inspiring community.

## **Internship Programme**

- **What internship opportunities are there at Green School?**

Green School offers an Intern Program, which will offer invaluable work experience in a world-class setting. Our internship is open for students who are at least 18 years and who are enrolled in an undergraduate or master programme at a college or university from all around the world.

We offer you to intern with us for a period of 6 months and up with two intakes in a year: January or in July. All interns need to fill in an application form.

To fill out the form, please [click here](#).

- **Will I get paid when I intern at Green School?**

No. It is non-paid position.

- **What area of expertise will I be able to work in as an intern?**

According to your expertise, passion and skills you are able to indicate which area of expertise has your interest, choosing from the following options:

- Administration (organizational support, Office System, correspondence)
- Education (Teaching and student counselling)
- Event Organizing (Festivals, Conference, Fundraising)
- Communications (Social Media, Photography, Journalism, PR)
- Graphic Design or IT (Web designing, Posters & Brochures Designing)
- Community involvement (Local outreach, Community Events Support, Parent Volunteer coordination)
- Operational (MEP, Supporting OPS Manager, Administration)
- Boarding Support (Organize & Oversee student activities, Assist boarding manager)

- **Where can I stay during the period of my internship?**

Once we confirm your acceptance in the programme, we will help to facilitate you in finding an accommodation nearby. It is also possible to arrange this yourself. The following website could be helpful finding an accommodation:

[www.airbnb.com](http://www.airbnb.com)

- **How do I arrange my intern Visa?**

As an intern you will need a Temporary Stay Visa. Please allocate at least 4 months before your internship start for visa and permit administration.

First, you need to fill the 'internship visa letters'. In addition to these letters, you will need to provide the following documents:

- Copy of your passport
- Copy of your birth certificate
- Passport photo with red background
- HIV test
- Police Clearance Certificate
- Certified copy of your High School diploma
- Latest transcript from your University (if applicable)

Green School will help to arrange the Temporary Stay Visa once we have received all documents mentioned above. The process will take about 8 weeks. When we get your Temporary Stay Visa documents and application ready, we will send it to you and you will have to go to the Indonesian Embassy in your country to acquire your visa. However, please do contact the Indonesian Embassy at your country of residence in time, to make sure you are aware of the timeline for collecting the Visa.

Our Legal staff will inform further information regarding your visa arrangement once we process your visa application.

- **What are the costs for an intern Visa?**

Green School will pay for our interns Temporary Stay Card (KITAS) but all applicants must pay for their own Temporary Stay Visa, which is around \$100 at the Indonesian Embassy.

- **Do I get any time off during my internship?**

You will get time off when school is on break. Other time off arrangements should be discussed with the respective heads of department.

- **What are the hours I work during a day as an intern?**

The working hours for our interns are from 9 until 4. However, when we have events, we appreciate all the extra help we can get and you are always welcome to make more hours