



Internships and Lead Positions



Floating Doctors is always looking for leaders. If you can do it here, you can do it anywhere! If you have what it takes and would like to occupy a leadership role, please email Genie Dunai at Volunteerinfo@floatingdoctors.com for additional information.

The majority of our internships require a commitment minimum of six (6) months. Generally, accommodations, meals, and stipends are included in our internships; travel support may be available for promising applicants joining us for at least 5.5 months.

Position: Lead Medical Provider
Minimum Commitment: 6 Months
Reports to: Operations Manager and Medical Director
Start Date: Flexible
Probation: 60 Days
Status: Full Time
Benefits: Housing, Meals, and Living Stipend

We are looking for experienced and motivated people to coordinate and lead the medical staff and volunteers and to work with our Operations Manager and Medical Director to supervise program activities for Floating Doctors, Panama.

Responsibilities:

- Working closely with the Operations Manager and Team Leaders in planning and overseeing mobile clinics and other projects in Panama
- Overseeing single day clinics and multi-day deployments
- Coordinating patient referrals/follow-ups and acting as a patient advocate
- Coordinating any emergency response
- Ensuring volunteer safety
- Acting as a teacher (both formally and informally) and mentor to our short-term volunteers
- Identifying areas for improvement and/or development and implementing appropriate policy/infrastructure changes to guidelines and policies with the approval of the CEO, Medical Director, and Operations Manager

Qualifications:

- Fully registered doctor, NP, PA, or APN with a minimum of 2 years clinical experience
- Prior experience working / volunteering in a developing country (not required but is preferred)
- Evidence of the ability to lead a team and experience in teaching and managing personalities.
- Availability for a minimum of 6 months.
- Working knowledge of Spanish
- Training or special interest in Tropical medicine an advantage

Position: Lead Dental Provider

Minimum Commitment: Four Months (six preferable)

Reports to: Operations Manager and Medical Director

Probation: 60 Days

Status: Full Time

Benefits: Housing, Meals, and Living Stipend

We are looking for experienced and motivated people to coordinate and lead the dental staff and volunteers and to work with our Dental Director and Operations Managers to supervise program activities for Floating Doctors, Panama.

Responsibilities:

- Attend all single-day and multi-day mobile clinics, and occasional dental-specific clinics
- Responsibility for training and supervising the dental providers and students
- Work with Pharmacy and Clinic Supply Manager to create a request list for dental gear
- Work with Pharmacy and Clinic Supply Manager to ensure dental gear is complete and prepared for upcoming clinics.
- Weekly, submit a report to the Medical Director summarizing totals of patients seen
- Assist in developing a recruitment plan for dentists and dental students
- Identifying areas for improvement and/or development and implementing appropriate policy/infrastructure changes with the approval of the President and Operations Director

Qualifications:

- Fully registered dentist with a minimum of 2 years experience
- Prior experience working /volunteering in a developing country (not required but is preferred)
- Evidence of the ability to lead a team and experience in teaching and managing personalities.
- Availability for a minimum of 4 months.
- Working knowledge of Spanish preferred

Position: Volunteer Coordinator
Minimum Commitment: Six Months
Reports to: Operations Manager
Start Date: Flexible
Probation: 60 Days
Status: Full Time
Benefits: Housing, Meals, and Living Stipend

We are looking for adventurous, experienced, and motivated people to coordinate and lead medical volunteers, and to work with our operations managers to supervise volunteer activities for Floating Doctors Panama. The Volunteer Coordinator position is vital for the Floating Doctors in order to maintain volunteer accommodations and get volunteers to where they need to be.

Responsibilities:

- Coordinate volunteer deployments, accommodations, arrivals, and departures
- Maintain keys for Volunteer Headquarters, and quartermaster for rental equipment
- Maintain consistent contact with US-based volunteer coordinators
- Report expenditures and communicate financial needs to Financial Controller
- Final contact for incoming volunteers regarding arrival questions and basic FAQ
- Weekly volunteer headcount report to Floating Doctors leadership
- Organize and lead weekly group orientation
- Greet volunteers when they arrive in Bocas
- Maintain contact with Facilities Manager and promptly notify them of rooms or appliances in need of attention or repair
- Maintain and delegate upkeep of volunteer rooms and communal space
- Upkeep surveillance and report to Operations Manager any disruptive activity
- Act as contact person for local personnel and Spanish schools interested in participation
- Communicate closely with other leadership interns and staff and relay necessary information to volunteers

Qualifications:

- Proficient in Microsoft Office, Google Documents
- Comfortable learning new software
- Comfortable coordinating volunteers in multiple locations
- Able to problem solve and feel comfortable working in a dynamic environment
- Able to relay information to staff and volunteers in an efficient and timely manner
- Able to effectively report and manager volunteer lodging expenses and communicate needs
- Comfortable enforcing rules and code of conduct and initiating disciplinary procedure as necessary
- Proficient in English; Spanish is desirable
- Nonprofit management or hospitality experience desirable

Position: Pharmacy and Clinical Supply Manager

Minimum Commitment: Six Months

Reports to: Operations Manager

Start Date: Flexible

Probation: 60 Days

Status: Full Time

Benefits: Housing, Meals, and Living Stipend

We are looking for adventurous, experienced, and motivated people to maintain the pharmacy and all of its supplies, including oversight the central pharmacy, the Asilo pharmacy, and remote outposts.

Responsibilities:

- Maintaining order and inventory in pharmacy and supply room
- Overseeing Floating Doctors' central pharmacy and remote pharmacies, including the Asilo, remote outposts, and emergency bags.
- Maintaining sponsorship relations with medication suppliers to stock pharmacy
- Researching additional suppliers and conducting outreach to potential supply sources
- Maintaining list of needed medications/supplies for incoming volunteers
- Assisting with pharmacy orders

Qualifications:

- Demonstrated ability to work and handle multiple tasks simultaneously and negotiate and meet critical timelines.
- Excellent planning, organizational, analytical and management skills, with strong attention to detail.
- Proficient with personal computers and Microsoft Office products including, Word and Excel as well as Google Documents
- Experience managing inventories and prioritizing supply needs
- Comfortable learning new software
- Personable
- Experience with pharmaceuticals suggested, but not required
- Excellent oral and written communication is required to communicate with the Floating Doctors Crew, volunteers, management and external contacts, including maintaining sponsorship relations.
- Proficient in English; Spanish desirable

Position: Clinic Manager
Minimum Commitment: Six Months
Reports to: Operations Manager
Start Date: Flexible
Probation: 60 Days
Status: Full Time
Benefits: Housing, Meals, and Living Stipend

We are looking for adventurous, experienced, and motivated people to run mobile and multi-days clinics for Floating Doctors Panama. The Clinic Manager is responsible for all logistics and operations before, during and after clinic. Must be able to work well with physicians, volunteers, students, patients, and community members. This position is based in Bocas del Toro, Panama.

Responsibilities:

- Work closely with the Operations Manager, Lead Physicians, and other leadership interns in planning and overseeing mobile clinics and other projects in Panama
- Plan, coordinate, and supervise all aspects of day clinics and multi-day deployments
- Supervise, delegate, and mentor operational leadership volunteers
- Ensure that all clinic staff and volunteers understand their roles and responsibilities during clinic
- Supervise, reconcile, and report weekly logistics expenditures for deployments.
- Maintain budget within operational guidelines
- Collect content during clinic for various social media platforms
- Responsible for clinic forms and community profiles.
- Coordinate with physicians and Pharmacy Manager to ensure that clinics are fully stocked at all times.
- Responsible for supervision of health education and training initiatives
- Other duties as required.

Qualifications:

- Experience in management desirable
- Medical setting experience preferred
- Proficient with computers and social media platforms
- Excellent organizational, communication, and collaboration skills
- Able to work with people of diverse backgrounds
- Must be able to act calmly and effectively in a busy or stressful situation.
- Previous international volunteer experience desirable.
- Spanish and English proficiency
- Physically able to lift at least 15 lbs, and carry it 100 yards, and get into and out of small boats unassisted.
- Willingness to undertake prolonged small boat journeys in inclement weather, and sleep multiple nights in remote wilderness settings.

Position: Financial Controller
Minimum Commitment: Six Months
Reports to: Director of Operations
Start Date: Flexible
Probation: 60 Days
Status: Full Time
Benefits: Housing, Meals, and Living Stipend

Responsibilities:

- Obtain cash needed for operations in Panama weekly
- Administer cash for clinics, patient transport, and other operating expenses
- Ensure staff are completing itemized expense reports and reimbursement forms with receipts and issue reimbursements with Operations Manager approval
- Receive cash donations in Panama via volunteers and donation sites
- Maintain records of cash donations and submit them for online records
- Responsible for issuing stipends and paying monthly bills
- Reconcile cash box weekly with supporting documents
- Assist Operations Manager and Accountant in maintaining budget and cash totals

Qualifications:

- Excellent planning, organizational, analytical, and management skills, with strong attention to detail
- Proficient with personal computers and Microsoft Office products, including Word and Excel
- Proficient in Google Documents
- Experience managing finances and budgeting
- Excellent oral and written communication required
- Comfortable learning new software
- Demonstrated ability to handle multiple tasks simultaneously and meet critical timelines
- Ability to think systematically

Floating Doctors Staff Compensation:

It is our goal that coming to work with Floating Doctors does not place a severe financial burden on our staff; our leadership staff positions carry stipends and other support that is meant to lessen the burden rather than to be a sustainable long-term salary. We continue to work toward the goal of sustainable support for critical long-term positions and in fact our compensation for staff has increased on average every 6-12 months for the last 4 years, but in the meantime our model of fulfilling vital operational positions with shorter-term (<12 months) staff has been effective while we continue to grow and develop. However, people who are looking for compensation at levels more consistent with permanent employment in the non-profit world in the US should carefully review the following compensation scheme to ensure that a Floating Doctors staff position is a good fit.

Floating Doctors staff positions that are for one calendar year or less are considered to be international aid leadership fellowship positions and are not considered to have 'employee' status; 'employee' status applies only to our permanent employees in Panama. While fulfilling vital operational duties to run Floating Doctors programs, staff members will gain valuable experience and skill sets that are likely to be valuable in a variety of future career paths. Compensation as per the schedule below is assumed to also include accommodations 7 nights/week and meals from Sunday dinner to Friday dinner, including during stipended leave if desired.

Compensation varies according to metrics that favor longer stays, or for executive positions that are 12+ months and carry significant additional development and administrative burdens (i.e. Medical Director, Operations Manager, Executive Director, Veterinary Program Director, Facilities Manager).

Non-Medical Staff (Clinic Manager, Volunteer Coordinator, Financial Controller, Pharmacy & Supply Manager): (6 month minimum, but compensation for occasional staff coming for <6 months is included)

- Weekly Stipend
 - Up to 3 months/12 weeks: \$125/week
 - After first 3 months/12 weeks: \$50 increase per week to \$175/week
 - After first 6 months/24 weeks: \$50 increase per week to \$225/week
- \$300 travel support for each half-year period (5.5 months/22 weeks)
- 1 week stipended leave for each half-year period (5.5 months/22 weeks)
- Visa run covered if applicable (costs of round-trip shuttle to Costa Rica, \$100 hostel/meal allowance)

Medical Staff (Lead Medical Providers, Lead Dental Providers, Lead Veterinary Providers): (6 month minimum, but compensation for occasional staff coming for <6 months is included)

- Weekly Stipend
 - Up to 3 months/12 weeks: \$125/week
 - After first 3 months/12 weeks: \$50 increase per week to \$175/week
 - After first 6 months/24 weeks: \$50 increase per week to \$225/week
- \$300 travel support for each half-year period (5.5 months/22 weeks)
- 1 week stipended leave for each half-year period (5.5 months/22 weeks)
- Visa run covered if applicable (costs of round-trip shuttle to Costa Rica, \$100 hostel/meal allowance)