

## **Head of Education**

*Volunteer role with compensation - Amsterdam – Stichting Warm Hearts Floating Sauna*

We're looking for a warm, enthusiastic, and organised volunteer to join us as Head of Education. Someone excited to help build our new buddy program and coordinate cultural and educational activities for our community.

### **We're looking for someone who:**

- Excited to help develop and improve our volunteer program
- Enjoys coordinating and bringing clarity and structure to chaos ;)
- Loves to make sure every volunteer has a meaningful role at Warm Hearts
- Is proactive and reliable
- Loves making lists and excel sheets!
- Has strong administration and leadership skills
- Is great at delegating and sharing responsibility
- Enjoys working in a diverse, multi-cultural, and multi-lingual environment
- Flexible and thrives in an environment where structures are still evolving
- Feels safe in a culture where discussing openly, setting boundaries, asking for help, and learning by doing are encouraged.
- Speaks English fluently
- Available half day / one day per week as of January 2026 ideally during the working hours and occasionally weekends in case of an event.
- Able to attend meetings at Buurtwerkplaats Noorderhof in Amsterdam Nieuw-West, with many tasks also doable remotely.

**Your responsibilities:** These are some of the areas we need support, but your role will be shaped around your strengths and interests. Once the team is complete, we'll review tasks together to ensure responsibilities are shared fairly, and everyone is ready to shine in their role!

- Help design the buddy volunteer system to connect newcomers with experienced volunteers
- Support recruitment, onboarding, and integration of new volunteers
- Cooperate with Operational Manager with volunteer contracts
- Host information sessions at our partner locations
- Maintain an overview of the event calendar and the broader volunteer program
- Coordinate the planning of events, and monthly volunteer (business) meetings
- Help ensure trainings (e.g., first aid, emergency training) takes place
- Support regular volunteer co-working days
- Document the progress of the volunteer year 2026

### **What you will gain:**

- The most heart-warming team and community
- Opportunity to surround yourself with go-getters for social impact
- A leadership role to shape the direction of Warm Hearts ❤️

- Lots of appreciation from sauna good-doers and our community
- Learn an abundance of skills when being part of a new growing social foundation. This role is perfect for you if you're curious to make a career shift or start something of your own one day
- Grow your professional network in a diverse community in Amsterdam Nieuw-West (and beyond!)
- Volunteer compensation (vrijwilligersvergoeding) €210 per month for a duration of 10 months A lot can happen in 10 months – many volunteers start with extra time and later move into work or new commitments. If you feel the calling to apply, we encourage you to do so — even if the next months feel uncertain.
- Room to grow, learn, and shape your role – with a big bonus of having access to the best sauna in Amsterdam!

### How to apply:

- Send your CV and motivation letter to Elsa at [warmheartsjobs@gmail.com](mailto:warmheartsjobs@gmail.com) mentioning the title of the position you are applying for **by December 31st**.
- Timeline: We're on a winter break from Dec 19 – Jan 5. Interviews will be scheduled before or after, depending on when we receive your application.
- We will fill the role as soon as we find the perfect match!

**Our mission:** We connect and empower people in Amsterdam of all backgrounds through volunteering, community, and kindness. Our volunteer-run sauna and activities around it create a safe space for learning and personal growth. We are a diverse, compassionate team including people with refugee backgrounds and those who have faced hardship. We value equity, inclusion, and celebrating different cultures. If you're passionate about making a positive impact, we'd love to hear from you.

**Non-Discrimination Statement:** Warm Hearts is a sauna that is free for everyone and fueled by kindness. Our volunteers and guests come from around 70 nationalities, representing every continent. We hope it goes without saying that we do not discriminate on the basis of race, ethnicity, nationality, religion, sexual orientation, gender identity, age, disability, or social status — in our hiring, volunteering, or services. We welcome applications from individuals of all backgrounds.