



## Job Announcement Volunteer English Teaching Assistant

**Employer:** Indochina Starfish Foundation

**Position title:** Volunteer English Teaching Assistant

**Application date:** We are accepting applications throughout 2018

**Commences:** Applications will be reviewed on a rolling basis. Please indicate when you are available to start in your CV and Volunteer Enquiry Form below.

**Employment type:** Volunteer

**Location:** Phnom Penh, Cambodia

**Website:** <https://www.indochinastarfish.org>

### ISF Overview

ISF provides education, healthcare and sporting opportunities to disadvantaged children in Cambodia. In addition ISF provides support services to the families of the children in our education programme to enable them to break the cycle of poverty they are currently trapped in.

ISF has grown from providing basic education opportunities to 18 children in 2006 to over 600 in 2017. Our plan is to take an additional 80-100 students into our education programme each year. Through the services provided to the families of the children ISF works with, almost 3,000 additional people are supported through our programme.

ISF, in partnership with the Football Federation of Cambodia, plays a key role in providing grassroots footballing opportunities to some of Cambodia's most disadvantaged children. This programme has grown from 50 players in 2006 to almost 3,800 in 2017 including deaf, hearing impaired players and players with intellectual and physical disabilities.

### Job Purpose

ISF is seeking to strengthen its English Language Programme for students in our Catch-up Programme and students supported by ISF to attend state school. ISF is looking for highly motivated volunteer English assistants. We require a minimum commitment of three months with longer-term posts welcomed.

### Duties and Key Responsibilities

- Planning, preparing and delivering lessons and activities in English with a focus on improving pronunciation and conversation.
- Engaging with our English teachers and students in a fun, interactive way that improves their English speaking, reading and writing level, and pronunciation.
- Implementing creative classroom exercises and educational games.
- Meeting with English Teachers as needed.
- Participating in special events such as class parties, International Children's Day etc.
- Following the ISF Child Protection policy.

### Abilities and Skills

- Native English speaker or a proficiency level/fluent non-native English speaker.
- A positive approach to challenges, and a consultative manner.
- Excellent interpersonal and communication skills.
- Ability and willingness to work as part of a multicultural team.

- Shows great initiative.
- Ability to plan a variety of activities.
- Compassionate, honest and trustworthy.
- Act as a good role model for the children we serve.
- Ability to commit to a minimum of three months.

### **Experience**

No experience is required, however, a willingness to learn is vital and experience of developing English conversation and pronunciation is highly desirable. For the right candidate, this is an opportunity to make a profound, individual contribution to the work undertaken by ISF and gain experience in development and education.

### **Working Hours**

A minimum of 3 hours per day during our working hours of 8am to 5pm Monday to Friday. Fixed hours are to be agreed with the Country Manager. Minimum commitment of three months.

### **Applicant Requirements**

All international candidates and graduates are considered. All successful applicants will be required to provide references and a background police check in line with ISF's Child Protection Policy.

We are happy to help you find information and resources on accommodation, travel and living in Cambodia. However, as a small organisation we do not have the capacity to run a full-scale volunteer programme. Candidates are therefore expected to be reasonably independent.

### **Application procedures**

Interested candidates are requested to complete the Volunteer Enquiry Form below and send it to Margherita Chiarolanza at [mc@indochinastarfish.org](mailto:mc@indochinastarfish.org) alongside Curriculum Vitae and any supporting documents.

Only shortlisted candidates will be contacted for interview.



## Volunteer Enquiry Form

Thank you so much for your interest in volunteering with Indochina Starfish Foundation and the youths we work with in Cambodia.

Volunteering is a great opportunity for cross-cultural exchange, learning and skills development for all involved. By volunteering at ISF, you'll be changing children's lives and giving something back. However, you'll also be gaining new skills, meeting new people, learning how to communicate in an intercultural environment and improve your CV. As an ambitious, small organisation with many projects going on we need different skill sets. Most of our volunteers have been helping our students improve their English skills by helping out in class. We've also had volunteers doing fundraising and communications work or helping train our staff on mental health.

Aside from some specific projects advertised, we ask volunteers to commit to 2 to 3 months or more. This is because experience has taught us that shorter term roles often do not work as well, especially when working with children. Due to this and our limited resources, we only take on short-term volunteers in exceptional circumstances where the volunteer has particular skills to offer and the experience will be mutually beneficial.

Whilst we will do all we can to make sure volunteers feel confident and supported, we unfortunately don't have the resources to run a full volunteer programme. ISF volunteers therefore need to be comfortable travelling independently and settling into a role in a new country.

Please, kindly complete this form in order to help us understand how you would like to engage with ISF. We may then invite you for a Skype conversation to get to know each other better and see if it's a good fit.

If you have any questions, please do not hesitate to contact Margherita at [mc@indochinastarfish.org](mailto:mc@indochinastarfish.org)

### 1. Please complete the contact details below:

Name	
Country where you are based	
Email address	
Telephone	
Skype ID	

### 2. How did you first hear about ISF?

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3. How long are you willing to volunteer for? When would you be able to start?

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4. How would you like to engage with ISF? Please indicate below the types of volunteering opportunities that interest you.

5. Please comment on your primary interests in working with ISF and why, including how you envisage ISF will benefit from the volunteer position.

6. Your experience:

a) What skills, knowledge or technical expertise do you have?

b) Please describe any work experience you have.

c) Please list any qualifications you have.

7. Any other comments?

Once completed, please email this form to Margherita at [mc@indochinastarfish.org](mailto:mc@indochinastarfish.org).

**Thank you!**