

KIDSFUN-SJ VIETNAM

PARTNERSHIP

*ESL teacher for early Vietnamese learners at KIDSFUN and
Project Coordinator for a creative workshop for kids from the
Fisher Village*

*Solidarités Jeunesses Vietnam in collaboration with
KIDSFUN*

Project title: ESL teacher for early Vietnamese learners at KIDSFUN and Project Coordinator for a creative workshop for kids from the Fisher Village

Position and title of post: Volunteer as ESL teacher and Project Coordinator for Vietnamese young learners from KIDSFUN School and kids in the Fisher Village in Ha Noi, Vietnam.

Project owner: Solidarités Jeunesses Vietnam (SJ Vietnam) and KIDSFUN.

Partner: This project is managed in collaboration with KIDSFUN centre in Ha Noi, Vietnam with the support of SJ Vietnam.

Duty location: In KIDSFUN School, SJ Vietnam office and our partners' location.

Duration: 6 months (starting as soon as possible) with possible extension.

Participation fee: 200 EUR / month including food and accommodation in our LTV House in Hanoi.

1. About SJ Vietnam :

SJ Vietnam operates through a network of national non-profit organizations and partner organizations in Europe, The Middle East, Asia, Africa, South and North America, and Australia.

It organizes short and long-term international workcamps, actions of social integration, training activities, international solidarity actions and runs small Youth centers in Hanoi. SJ Vietnam is a full member of UNESCO – CCIVS and NVDA.

Through these actions, SJ Vietnam aims to promote:

- The voluntary participation of all, particularly young people and those in social disadvantaged situation, in local, national and international life.
- Local development that takes into consideration the needs of the individual, the environment and the cultural heritage into consideration.
- The break down of barriers between generations, cultures and nations.
- A concrete construction of peace.

SJ Vietnam mobilizes young people themselves to bring the values of tolerance and respects for all human beings without any political or ideological cleavage. The management of the organization and all our activities are open to all young people without any discrimination: we select our volunteers only based on their motivations. For each activity, national or international, we try to have lowest cost possible to be accessible to everybody.

Basically, the activities of the hosting projects which are organized with volunteers are work camps (renovation, masonry, carpentry, joinery, teaching, children activities, environment protection, painting, art performance, etc) and local development (short and long-term projects).

2. Our partner:

Name of the center: KIDSFUN

Kidsfun Hanoi is a Private School, a member of KIM international, and was established in May 2007.

Main program:

Kidsfun is a learning center enrolling students from 4 to 12 years old and providing extra-school courses such as English, French and Japanese language, as well as Art, Piano and Musical discovery, Ballet and Hip-Hop dance classes.

Kidsfun recognizes that each child is a unique individual; possessing talents, abilities, goals, and dreams. We further recognize that each child can only be successful when we acknowledge all aspects of that child's life; addressing their needs, enhancing their intellect, developing character, and uplifting their spirit. Finally, we recognize that individuals learn, grow and achieve differently, and it is therefore critical that, as a district, we provide a diversity of programs based on students' needs.

All teachers at Kidsfun Hanoi are qualified and experienced. For KDF calls for an education made up of diversity, teachers here are from all over the world – Australia, United States, Singapore, France, Canada, Belorussia, Belgium etc... The education design and the teaching are shared between Vietnamese and foreign teachers.

3. Description of work:

Volunteers will make teaching plan and curriculum together with the teachers at KIDSFUN center. Everyday they will teach English for the children with the cooperation of the teachers. They need to check and assure about the attendance of the children at KIDSFUN; volunteers also often organize out-side activities for the children. They will prepare together with the teachers so that those

activities will be carried out well. Parents of the children care a lot to the studying results of their children so volunteers need to grade them and have evaluations often and they also have to report to the children about the results. Children will have tests prepared by volunteers. Volunteers will have preparation for the workshop before they finish this project 2 or 3 months, so they also will collect materials and plan for the workshop as well.

4. Objectives of the project:

KIDSFUN HANOI and SJ Vietnam agree to cooperate for a period of 6 months on an exchange program which consist of the following points:

- Run a creative Workshop for kids from the Fisher Village which aims to create an artistic performance in conjunction with a charity event jointly organized by KIDSFUN and SJ Vietnam. During the workshop, through a combination of drama, dance, songs and story-telling, kids will learn English, dance, songs and acting in an immersive and original way.
- In return, SJ Vietnam will provide KIDSFUN a foreign volunteer for a period of 6 months. The duties of the foreign volunteer will be teaching English in KIDSFUN, and manage the organization of the workshop. The teaching activity of the volunteer will produce \$8.50USD per working hour. At the end of 6 months, the total amount generated from the volunteer's activity will be donated to a specific fund, dedicated to the children of the Fisher Village.

5. Duties and responsibilities:

Duties of the volunteer for the English classes

The volunteer's work shall consist primarily of the following:

- A. English courses in any and all phases of the School's program to classes that range from 4 to 12 years old.

- B. Curriculum design and implementation.
- C. Development of educational program and materials.
- D. Out-of-classroom activities for/with children.
- E. Grading and evaluation of children
- F. Children counseling or evaluation.
- G. Attendance at teachers' meetings and workshops.
- H. Other related activities.

During the term of the agreement, the volunteer shall cooperate, and comply with the instructions, training and supervision of the Teaching Coordinator and shall carry out such assignments as directed by the Teaching Coordinator. These duties shall include the instructional program, related to the teacher's classroom duties, attendance at scheduled staff meetings and workshops, and any additional duties as assigned by the Teaching Coordinator. The Teaching coordinator is responsible for establishing and communicating the Standards of Performance as related to the duties mentioned above.

Detailed duties divided as follow:

- Make and assure English classes as well as its preparation. As an English teacher, direct and guide the children in the English acquisition curriculum. The volunteer will be provided with the books and teaching materials necessary to conduct the classes.
- In cooperation with the teaching coordinator as well as the Director, assure the attendance of each student in English courses, and make sure that the communication between teachers and the parents is efficient.
- Prepare and plan the end of terms tests as well as the admission tests for the English courses.
- By using the teaching material of Kidsfun –methods, flash, CD, as well as the internet, strengthens the offer of educational material for the teachers

and the students, and support the coherency and continuity of the teaching curriculum. Write a regular half and end session activity report.

Duties of the volunteer for the Workshop:

- General follow-up of the workshop, schedule organization, attendance organization
- The volunteer will be expected to supervise the workshop continuity and will make the link between every contributor of the project. The volunteer will be expected to attend every workshop.
- Supervising the organization of the performance
- Contribution to the artistic aspect of the performance

6. Work arrangement:

- Volunteer will work at KISDFUN center.
- Volunteer will work around 6 hours per day.
- Volunteer will make teaching plan together with the teachers at the center.
- Volunteer will cooperate with the teachers at the center to implement leisure activities.
- Volunteer will make plan to evaluate process of the children.

7. Qualifications and experience:

- Native English speaker
- University Degree in Education or related child qualifications
- Teaching experience
- Experience in conducting Drama, Music, Dance, Art activities with children is a plus.
- Energetic, enthusiastic, responsible, and love working with children
- Able to show full care and responsibility for children

- Sense of organization, decision maker and creative

8. Participation fee:

200 EUR/month includes food, transportation and basic accommodation in dormitory of the center. Volunteers will pay all their participation fees one time for their sending organizations or directly to banks and fees will be transferred for SJ Vietnam before volunteers come to Vietnam. Volunteers have to bring the receipts for SJ Vietnam. If they do not pay their participation fees before coming, they will be in the waiting list. They can stay longer or less than couples of months but they are supposed to pay for the whole months and may be a half as well. For example, if volunteers stay for 3 months and 10 days, they are supposed to pay for 3 months and a half (it means they will pay 700 EUR); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 800 EUR). If volunteers have holiday in the middle of their voluntary durations, the holiday duration will still be considered as their voluntary time so volunteers are supposed to pay for the holiday duration. If they have holiday after finishing all voluntary work with SJ Vietnam, they do not have to pay for that. Following is the address to transfer fee:

Account name: SJ Vietnam

Account number: 4054928

Address: ANZ Hanoi Branch

No 14, Le Thai To Street, Hanoi, Vietnam

Swift: ANZBVNVX

Telephone: +84 438258190

Fax: +84 438258188/9

9. Application procedures:

Interested candidates should email detailed Resume (CV) and an application letter to their voluntary organizations.

The national voluntary organization has to send their candidate CV to: ltv@sjvietnam.org. Our LTV coordinators are responsible for accepting volunteers.