



Build Project

POSITION DESCRIPTION Volunteer IT Trainer

Information about the Build Project and the Institute of Academic and Practical Studies (IAPS) is available at <http://www.buildproject.org>. Potential applicants should familiarise themselves with the background information and general requirements detailed on the website.

Overview:

The Build Project is seeking volunteers to teach English to young people (ages 17-23) from Burma at the Institute of Academic and Practical Studies (IAPS) in Mae Sot, Thailand.

IT trainers are required to help students to gain a range of computer skills which they will use in their studies and in future work settings. Trainers will need to provide instruction in the basics (many students have had almost no access to a computer) right through to relatively advanced use of software, including web design packages.

The primary aims are to ensure students can confidently use a computer in their own studies, and that they are able to access future opportunities which require familiarity with computers as they are used in the workplace.

Location:

Mae Sot, Thailand

Duration:

Minimum of one full 8-week term, as defined on the IAPS teaching schedule (see <http://www.buildproject.org/volunteer>)

Reports To:

IAPS Manager

Primary Responsibilities:

- Deliver the defined computer studies curriculum, divided into 6-week 'modules'
- Plan lessons in accordance with the specified learning objectives for the relevant module, using IAPS teaching materials and supplementary teaching activities,
- Incorporate into the learning experience creative and interactive activities, such as group work and individual project work,
- Help to build a library of appropriate teaching materials and resources,
- Collaborate with local educational advisors and people from the local community in developing educational opportunities,
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations,
- Communicate learning objectives to students,

- Observe and evaluate students' work to determine progress and make suggestions for improvement,
- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests,
- Prepare students for further education by encouraging them to explore learning opportunities and to persevere with challenging tasks,
- Explore opportunities to plan lessons which will help the students develop their broader skill sets, including:
 - critical thinking
 - intercultural awareness and international business protocols
 - interdisciplinary understanding
 - business skills and entrepreneurship
 - ability to analyse the roles of governments, corporations and NGOs in an international and historical context
- Monitor and record students' progress,
- Keep records on teaching activities undertaken,
- Handle issues such as absenteeism, conflict, in accordance with organisational policies and student charter,
- Work collaboratively with other IAPS staff and hand over to incoming volunteers.

Additional Duties:

Teachers are encouraged to get to know their students, to participate in evening and weekend activities, and to collaborate with and support youth workers where possible.

Teachers may be asked to occasionally sleep on site and supervise students.

Knowledge, Skills, Abilities:

- Broad range of computer skills and sound understanding of computing concepts,
- Familiarity with Microsoft Windows and Office applications,
- Sound understanding of concepts and practices related to computer security and cyber safety,
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups,
- Ability to select and use training/instructional methods and procedures appropriate for the situation when teaching new concepts,
- Ability to communicate information and ideas so others will understand,
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time,
- Ability to demonstrate a positive attitude and remain professional in all situations,
- Proactive and able to work independently when necessary
- Confident, mature traveller, preferably with experience of living or working in a challenging environment,
- Awareness of the political and social context, and of the circumstances of displaced peoples from Burma,
- Ability and disposition get to know the young people and to act as a mentor,

Qualifications

- Experience or training in teaching IT or computer studies
- Native or near-native proficiency in English,
- Excellent interpersonal skills,
- Experience of supporting PCs in a small network environment is desirable but not essential.

Application

To apply, please complete the online application form at <http://www.buildproject.org>. Further details on the application process are available on the website.

Contact

Questions regarding this position should be addressed to Andrea Fitzgerald, Executive Director of the Build Project: email volunteer@buildproject.org.