



# Build Project

## POSITION DESCRIPTION Volunteer Youth Worker

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 volunteer youth workers for residential positions working with students from Burma (ages 17-23) at the Institute of Academic and Practical Studies (IAPS) in Mae Sot, Thailand.

Youth workers will be required to actively engage with the students on a day-to day basis and will help to plan and coordinate after-class, homework and weekend activities. Out of school hours, they will act as boarding house supervisors, ensuring student teams carry out their assigned domestic tasks, and monitoring the site. The safety and security of the students is paramount to IAPS and the youth workers will be entrusted with this vital role.

### 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:

- Live on-site at the IAPS boarding house and supervise students outside of lesson hours during typical shifts of 6am-9am (breakfast & clean-up) and 3pm-10pm (including dinner prepared by the students),
- Plan engaging activities with the students that will further enhance their learning and confidence, including music, drama, sport, art and film nights.
- Help the students to discover forms of culture or entertainment which may be new to them,
- Actively encourage all students to speak English through ad hoc conversations and through planned activities,
- Assist, where appropriate, students having difficulties with homework or projects,
- Monitor and assist students using computers to encourage safe and appropriate use of the internet,

- Help to build and maintain a stock of materials and equipment for appropriate activities (e.g. art, music, sport, games, entertainment),
- Collaborate with teachers on school activities that enhance learning outcomes,
- Support the students in maintaining and enforcing the school rules and resolving disputes,
- Ensure that students perform their housekeeping tasks adequately,
- Report any and all concerns about any inappropriate activities to either IAPS manager or Build Project Executive Director,
- Collaborate with teachers and other IAPS staff in observing, evaluating and recording student progress,
- Keep records on activities undertaken, success, failures and outcomes,
- 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 Details:**

Dormitory accommodation and meals at IAPS will be provided for youth worker volunteers.

Youth Workers will get at least one day off per week and possibly one night during the week (from 6pm) subject to staffing levels. On their off-duty nights, Youth Workers may choose to stay offsite, at their own expense.

Youth Workers should also be prepared to cover a class should a teaching volunteer be unable to work.

Youth Workers are encouraged to get to know their students, to participate in evening and weekend activities, and to collaborate with and support teachers where possible.

IAPS is a secular school with students from many different ethnic Burmese groups, traditions and religions. It has been decided by the students that no one religion will be promoted over another and all traditions will be acknowledged and celebrated where appropriate. Youth Workers coming from a religious background should understand that it will not be part of their role to teach or proffer their individual religious beliefs to the students. Any transgression of this will be treated very seriously. We therefore welcome Youth Workers from religious backgrounds, but ask that they respect this rule.

Youth Workers will act in the role of mentor to the students and should therefore be able to connect with students at the same time as maintaining a mature and professional attitude in the important role they play at IAPS.

### **Knowledge, Skills, Abilities:**

- Ability and disposition to get to know the young people and to act as a mentor,
- Experience of helping young people to build a collaborative team and resolve conflict,
- Ability to communicate information and ideas so others will understand,
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time,
- Ability to demonstrate a positive attitude and remain professional in all situations,

- Proactive and able to work independently when necessary,
- Demonstrated ability to be flexible and resourceful, and take the initiative to deal with challenging situations as they arise,
- 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,
- Confident computer user with awareness of issues such as online safety and the role of online social networking to young people.

### **Qualifications**

- Qualified youth worker or relevant experience of working with young people (e.g. secondary school teacher),
- Native or near-native proficiency in English,
- Excellent interpersonal skills.

### **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](mailto:volunteer@buildproject.org).