



## **Pre-Service Training (PST) Language/Integration Facilitator (LIF)**

### *Scope of Work*

#### **POSITION SUMMARY**

The Language/Integration Facilitator (LIF) works closely with a small group of trainees (4-5) throughout the duration of Pre-Service Training (PST). Under the direction of the Language and Cross Cultural Coordinator (LCC), s/he conducts language training classes, following a prescribed curriculum, and effectively uses a variety of language training techniques, methodologies, resources, and activities. LIFs also work closely with the LCC and Homestay Coordinator (HC) to design, plan, deliver, and evaluate cross-cultural training activities both at the main training venue and at individual training villages. Also, LIFs collaborate with the Program and Training Specialist (PTS) on project training in villages, teaching related technical language and facilitating communication, scheduling, and activities. LIFs participate in the evaluation of the language training program and the overall assessment of trainees' performance.

This is a contracted position and requires living and working fulltime at the central PST training site. The LIFs will spend each day in a training village with a small group of trainees, teaching language and culture in the morning, and assisting with the facilitation of technical activities in the afternoon. LIFs will be required to follow a six-day work week, with additional one-on-one tutoring time, preparation time and activities in the evening, and on weekends and holidays.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **Before Pre-Service Training (PST)**

- Learns and understands Peace Corps' goals, policies, training philosophy and design, performance objectives and evaluation methods.
- Complete online trainings required by Peace Corps.
- Reads all relevant program documentation, project plan, prior PST reports, training design guidance, Trainee assessment guidance, and Peace Corps policies and procedures regarding Volunteer/Trainee grounds for termination, standards of conduct/behavior, and selection criteria for becoming a Volunteer.
- Participates in all Training of Trainer (TOT) sessions and activities prior to PST. This includes a General TOT Program with all staff as well as a language and culture component preparation program during which the language team will prepare the strategy and scope of the language and culture training program.
- Develops language and culture training design based on prior PC language and culture programs, best practices, and available materials.

- Participates in the preparation of language and culture training sessions, materials, and resources under the supervision of the LCC.
- Assists the LCC and HC with the preparation of materials, sessions, homestay family selection and activities for the cross-cultural component and help to identify resources, guest speakers, possible excursion sites, and more.

**During Pre-Service Training (PST)**

- Teaches Thai language and culture classes to a small group of trainees using a variety of communicative approaches and interactive learning methods. Classes will be taught at the trainees' training village or town for approximately four hours per day. LIFs are also required to do one-on-one tutoring for PCTs after working hours when needed.
- Participates in language training classes and activities including cross-cultural activities as well at the central hub site, ensuring various and creative learning opportunities for trainees.
- Provides regular and consistent feedback to Trainees concerning language acquisition and performance. In coordination with the LCC, design and implement assessment and evaluation tools to be used to gauge trainees' proficiency levels.
- Listens to trainees' comments and evaluations of language classes and activities; respond to constructive criticism and strive to adapt sessions accordingly.
- Actively participates in language training staff meetings by making recommendations for training improvements, including staff morale.
- Work closely with the LCC to implement valuable cross-cultural learning activities at the training site and in training villages and towns. Collaborates with PTSs on project training in villages, facilitating communication, scheduling, and activities.
- Actively takes a role in assisting trainees to plan and conduct Community Contact Assignments and other self-directed learning events.
- Acts as a resource person for trainees on cultural topics of interest. Strives to present objective, unbiased views of Thai tradition and practices and encourage trainees to seek out answers to their own questions.
- Participates in all PST staff meetings, providing detailed feedback and comments on trainees' performance and adjustment at site.
- Documents Trainee performance in language training and cultural adaptation on a daily basis (under the supervision of the LCC) to inform decisions to recommend or not recommend that a Trainee become a Peace Corps Volunteer. Assists in planning and administering the Language Proficiency Interview (LPI).

- Submits Trainee evaluations and thorough reports in a timely manner. Contributes to the final language training report, documenting all lessons and activities for use in the future. Participates in the compiling and storing of language training materials.
- Provides LCC, PTSs, and TM with recommendations for improvements in language and cultural training for future PST.
- Maintains professional behavior and be a role model and cultural representative and counselor for trainees.

## **QUALIFICATIONS**

- Thai national only;
- Bachelor's degree in any field; strong preference for candidates with degree in language/linguistics education, communications, or other related field;
- Fluency in written and spoken Thai, good command of Thai grammar structures;
- Proficiency in English; strong written English skills;
- Strong facilitation and presentation skills; comfortable leading small group Thai language classes as well as big group cross-cultural sessions in English;
- In-depth knowledge of Thai culture (people, environment, history, religion, etc.); basic knowledge of traditional Thai dance and music (and an ability to demonstrate and perform) is a plus;
- Ability to work within a cross-cultural team which includes American and Thai staff;
- Prior experience working with Americans and/or experience living abroad preferred;
- Ability to ride a bicycle;
- Strong computer, communication, and organizational skills;
- Personal skills: flexible, adaptable, reliable, sense of humor, sensitivity to gender and diversity issues;