



**Pre-Service Training (PST)
Youth in Development (YinD)
Project Training Assistant (PTA)**

Scope of Work

POSITION SUMMARY:

YinD Project Training Assistant (PTA) works closely with the Program and Training Specialist (PTS), PST staff, and YinD Program Manager (PM), to help coordinate, implement, and evaluate a comprehensive and integrated technical training component. PTA supports the PTS to ensure that trainees develop the skills, knowledge, and attitudes necessary to work effectively in the YinD assignment. S/he is mainly responsible for liaising with local government representatives, community leaders, and Sub-district Administrative Organizations (SAOs) officers; supporting PTS/Resource Volunteers during the technical sessions, observing and providing feedback to trainees during their practicum and community activities. PTA will also be responsible for assisting the PTS in documenting and developing professional materials, handouts, and resource books that the trainees will be able to utilize during the training.

This is a contracted position and requires living and working full-time at the training site, with frequent travel to training villages. PTA will be required to follow a six-day work week, with additional 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.
- 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.
- Liaises with local community officials, SAOs, school directors/ teachers and community leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration. Responsible for issuing formal letters to concern parties regarding to training activities/events.
- Works with PTS in order to analyzes Volunteer Assignment Description (VAD), Pre-Training Questionnaires (PTQs), resumes, and aspiration statements of trainees as well as translate each trainee's resume into Thai. And also keep an appropriate trainees' profile for reference throughout the whole PST.
- Participates in planning meetings and activities including full and active involvement in the Training of Trainers (TOT).

- Supports PTS to review and refine YinD Technical Objectives and Competencies, define measurement criteria and tools for the technical component. Follows the principles of adult learning, the theory of experiential learning cycle and assets-based community development
- Work closely with Site Logistics Assistant (SLA) regarding logistics and administration matters for YinD trainees.
- Assists PTS to communicate with Resource Volunteers, when needed.

During Pre-Service Training (PST)

- Serves as key member of the PST team and is willing to work long hours while maintaining a positive and constructive attitude and by maintaining a high level of motivation, seriousness, and preparedness in training.
- Fosters and maintains positive relationships, a spirit of cooperation, and teamwork with all PST staff and trainees.
- Continue liaising with local community officials, leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration. Assists PTS in contacting and communicating with SAO's staff, school directors/teachers in training villages who will assist with technical training activities.
- Prepares all official correspondence and invitation letters, certificates for local community partners, and all other documentation for the technical component.
- Helps PTS to monitor all technical training activities. Facilitates hub technical sessions and conducts extensive visits to training villages to ensure quality, on-going learning in the technical area.
- Helps to document all the session plans and training materials/handouts
- Assists PTS to observe practical hands-on assignments and other activities in order to provide an appropriate feedback towards PCTs performance evaluation on a regular and timely basis.
- Assists PTS to design, implement, and evaluate extensive, hands-on practicum activities. Provides trainees with the tools they need to apply newly gained knowledge and skills in SAO office settings and ensures that they are able to communicate and collaborate with diverse groups in their community.
- Ensures that safety and security competencies are incorporated and actively integrated in PST components and effectively delivered to trainees so that their acquisition is properly evaluated and documented. Supports the safety and security systems that are in-place for PST, including reinforcing to trainees their roles and responsibilities related to their personal safety and security.

- Participates in regular PST staff meetings to evaluate progress of the training program and discuss trainees' morale and progress within the technical component.
- Follows all reporting procedures and submits weekly and other regular reports to TM, adhering to deadlines and due dates.
- Helps PTS to prepare and submit a final PST technical report following an established format (in both soft copy (CD) and hard copy) to the Country Director (CD), DPT, and TM.
- Maintains professional behavior and be a role model and cultural representative and counselor for trainees.

QUALIFICATIONS

- Master/ Bachelor's degree in community development, social works or other related field;
- Have experiences in youth development program, NGOs, human and organizational development is preferable. However, fresh graduates are welcome;
- Keen knowledge of current youth development trends in Thailand;
- Strong facilitation and presentation skills is a plus;
- Understand Thai and American cultures. Ability to work in a cross-cultural setting; Prior experience working with Americans and/or experience working/living abroad is also a plus;
- Fluency in Thai and English; strong written skills in both languages;
- Good knowledge of Microsoft Office i.e. Word, Excel, PowerPoint is a must.
- Strong communication and interpersonal skills;
- Personal qualities: team-player, well-organized, flexible, adaptable, reliable, sensitivity to gender and diversity issues, have s sense of humor;
- Ability to ride a bicycle.