

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

Scope of Work

Duration of contract	December 27, 2022 to April 3, 2023
Training of Trainers (TOT)	December 27, 2022 to January 20, 2023
Pre-Service Training (PST)	January 23, 2023 to April 3, 2023
<i>*note that several holidays fall within this period. The total working day shall not exceed (79 days)</i>	
Reports to	Language and Cross-Cultural Coordinator (LCC)
Coordinates with	Training Manager (TM), Program and Training Specialists (PTSs), Homestay Coordinator (HC), and other PST staff, Director of Programming and Training Officer (DPT), and other PC/Thailand staff, Resource Volunteers, guest speakers, homestay families, and local resource persons
Evaluated By	Language and Cross-Cultural Coordinator (LCC) and Training Manager (TM)

POSITION SUMMARY

The Language/Integration Facilitator (LIF) works closely with a small group of trainees (4-6) 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.
- Complete online trainings required by Peace Corps.
- Other duties as assigned

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.
- Other duties as assigned

Safety and Security

- Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
- Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager.
- Supports the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

REQUIRED QUALIFICATIONS

- Native Thai Speaker
- Bachelor's degree (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
- Be able to use ZOOM, WORD, EXCEL, and POWER POINT computer software
- 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
- 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
- Preferred: Prior experience working with international organizations, Americans, and/or experience living abroad in the United States

Application Period: September 7, 2022 – September 21, 2022

To apply: Submit a complete resume to PCThailandJobs@peacecorps.gov

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.