

## **STATEMENT OF WORK LANGUAGE AND CULTURAL FACILITATOR (LCF)**

### **Position Summary**

The position is based at the Peace Corps Thies Training Center (TTC). Under the supervision of the Deputy Director of Programming and Training (DDPT), the Language and Cultural Facilitator (LCF) implements the pre-service (PST) and in-service (IST) competency-based language curriculum by conducting small classes for Peace Corps trainees. As needed, the LCF provides training in languages other than French (e.g.: *Wolof, Serere, Pulaar du Nord (Toucouleur), Pullo fuuta, Fulakunda, Mandinka, Diola, Bambara* and other local languages) to Peace Corps trainees (PCTs).

The LCF is part of the training staff and technical trainers and participates in the design of an integrated training program aimed at PCTs. The LCF serves as a facilitator, group member, and mentor in intercultural training sessions, during field trips, and during host family feedback sessions. The LCF also assists with other training sessions, as necessary.

The normal workweek consists of a six-day workweek for a maximum of 30 weeks/year.

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

The LCF responsibilities include, but are not limited to, the following:

- Design and deliver language classes throughout PST
- Conduct tutoring sessions outside of classes and reinforce language practice during break and lunch periods
- Create didactic support materials
- Conduct language tests and inform the Language and Cross-Culture Coordinator (LCC) as to the language learning progress of PCTs and on matters related to PCTs' general suitability for service as Volunteers
- Train and support new PCTs and provide individualized feedback
- Conduct one-on-one language sessions if necessary
- Organize outings in the community for intercultural learning
- Prepare and implement individualized language learning programs (including reinforcement exercises) for PCTs who have difficulties in language acquisition and special activities for advanced learners
- Collaborate with a team of fellow LCFs to share resources, exchange best practices, and offer support
- Invite resource persons to their class
- Participate in intercultural, technical, policy, and other sessions during pre-service training
- Integrate cultural sessions into language classes
- Serve as a cultural guide for trainees
- Translate technical, safety and security, and medical documents in French and/or in national languages if necessary
- Participate in technical field trips
- Act as a lead facilitator during the Counterpart Workshop
- Maintain files of lesson plans, handouts, and other supplementary material for PST, Mid-Service Conference, and IST language programs
- Regularly updates the LDP Tracker with information on individual trainees
- Contribute to the revision of language manuals

- Perform other duties, which are necessary for effective training and the efficient functioning of the training center, and as may be assigned, from time to time, by the LCC
- Conduct cultural integration visits in PCV permanent sites after one month of installation

### **OCCASIONAL MONEY HANDLER**

The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or Volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

### **Safety & Security**

- Know the PC Emergency Action Plan and how to use fire extinguisher
- Remain discrete regarding confidential information known
- Assists the Deputy Director of programming and Training 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.

### **QUALIFICATIONS REQUIRED:**

#### **Education:**

- High school diploma (Baccalaureate)
- Work Experience: At least 2 years of experience as a language teacher, preferably in a multi-cultural setting.

#### **Languages:**

- Good verbal and written communication in French and English (Level 2).
- Fluency in Wolof and one additional national language such as: **Serere, Pulaar du Nord (Toucouleur), Pullo fuuta, Fulakunda, Mandinka, Diola, and Bambara**

#### **Computer skills:**

- Proficiency using Microsoft Office applications and working on a computer network – *candidates will be tested.*

### **Desired skills and Abilities**

- Prior experience interacting and/or working with people of different and diverse backgrounds.
- Ability to follow instructions with reliable performance and consistent attendance.