



**Peace Corps**

## **STATEMENT OF WORK**

Pre-Service Training (PST) Language and Cross-Cultural Facilitator (LCF)

**Dates of Contract:** April – August, 2020

**Supervisor:** Training Manager

**Reports to:** Training Manager (TM) and Director of Programming & Training (DPT)

**Coordinates with:** All Training Staff including, Director of Programming & Training (DPT), Program Managers (PM), Program and Training Specialists (PTS) as well as the Director of Management and Operations (DMO), General Services Assistant (GSA), Peace Corps Medical Officer (PCMO), and Safety and Security Manager (SSM)

**Evaluated by:** Training Manager and Director of Programming and Training

**Position Summary:** LCF, as part of the training team and working with the support and guidance of the TM, will design, implement, and evaluate Creolese language and culture training during PST. LCF will serve as Guyanese cultural informant for Trainees, and as liaison with host families to facilitate Trainees' cross-cultural learning and adjustment.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Language Training Design and Instruction (50%)**

- In collaboration with TM, develops and improves lesson plans to teach the Creolese language skills which Trainees will need at their jobs and their daily life at sites.
- Teaches Creolese to an assigned group of Trainees according to the PST Calendar of Training (COTE).
- In coordination with TM, designs, monitors, debriefs and evaluates Trainee-directed language learning activities.
- Prepares Trainees to use Creolese workbook and monitors their language acquisition during the training weeks at their job site.
- Makes appropriate changes/adaptations to the topics, lesson plans, learning activities and tasks according to Trainees' needs, learning preferences and feedback.
- Identifies Trainee successes and challenges and offers suggestions for additional assistance to those experiencing difficulty.
- Prepares all necessary materials, visuals, activities and work-sheets and submits all developed lesson plans and language training materials to the TM.
- Ensures that all Trainees complete all scheduled language learning activities.

- Uses Creolese with Trainees to the maximum extent possible and encourages maximum use of Creolese among Trainees.
- Is accessible to Trainees outside of scheduled sessions to provide conversational assistance and/or cultural information/suggestions/insights.
- Reports any Trainee absence, lateness or problems, which may arise in training, to the TM.
- Ensure trainees are exposed to other language used in the host country
- Collaborates with Trainees to develop a personal learning plan, monitor and provides feedback to trainees on use of the languages.
- Assists programming and training staff in designing and implementing integration aspects between language, technical and safety-security components.
- Identifies Creolese vocabulary and conversation practice to include in technical and safety-security sessions.

### **Cross-cultural Facilitation and Coaching (30%)**

- Serves as Guyanese cultural informant for Trainees.
- Ensure Culture is integrated into all sessions.
- Plans and facilitates cross-cultural sessions/activities with Trainees.
- Regularly incorporates culture-specific and cross-cultural discussions into language classes.
- Is available outside training hours to assist with cross-cultural learning.
- Coaches Trainees to help them develop their own learning and adjustment strategies.

### **Trainee Assessment**

- Participates in Trainee formal assessment/feedback interviews, provides feedback related PST learning objectives and learning progress.

### **Home Stay Liaison**

- Facilitate and participates in the Host Family Training prior to PST.
- Serves as the primary liaison between Trainees and their host families. Communicates with each host family weekly to assess the well-being, progress and behavior of the Trainees.
- Coordinates regularly planned host family meetings (one-on-one and cluster) to discuss concerns for follow up, such as cross cultural concerns and communication issues.
- Coordinates with and supports host-family members in helping Trainees to learn and speak Creolese
- Accompanies Trainees to community-based language learning events, supporting, guiding, monitoring and evaluating as appropriate.
- Works with the host families (through one-on-one or cluster meetings) in developing ways to enhance the cross-cultural learning of the Trainees while they are at home.

- Submits weekly summaries of host family meetings detailing attendance and issues discussed.
- Supports the Trainees in planning and implementing the Host Family Appreciation event.
- In collaboration with the Peace Corps Medical Officer and Safety and Security Manager, supports PC staff in ensuring health and safety and security considerations for Trainees in the host family setting and training community.
- Develop host family and trainees bios to distribute to both parties prior to meeting.
  - Maintains accurate and complete host family files and submits all documentation on host families (contact information, interview forms, questionnaires, etc.) with final report.

### **Safety and Security**

- Evaluates and reports Trainee acquisition of safety and security competencies.
- 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.
- Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving Trainees and any other safety and security incident, including suspicious persons or situations.

### **QUALIFICATIONS**

**Education:** Bachelor's degree

#### **Required:**

- Experience teaching language or any other subject, preferably to adults.
- Experience working in a multi-cultural environment and/or working with foreigners in Guyana.
- Either Guyanese national OR at least 15 years living and/or working experience in Guyana.
- Knowledge of the Guyanese Education, Environment and/or Health systems.
- Must be computer literate and have proven proficiency in Microsoft Office Suite programs (Excel, Word, PowerPoint).

#### **Desired**

- Experience facilitating adult training using non-formal/interactive techniques.
- Experience designing and delivering lesson or session plans for the purpose of achieving pre-determined learning objectives for a target audience.
- Experience teaching Guyanese culture and history.

#### **Language**

- Fluent spoken and written English.
- Fluency in Guyanese Creolese.

- Previous experience studying a language other than English or Creolese.

### **Knowledge, Skills, and Attitudes**

- Respect for Creolese as a language and enthusiasm for speaking and teaching it to others.
- Strong knowledge of Guyanese culture, history, communities, and geography.
- Demonstrated facilitation skills and ability to make presentations comfortably in front of a group.
- Experience with curriculum development and assessment for learning.
- Knowledge of and demonstrated skills in applying experiential learning methodology in adult, non-formal education.
- Knowledge of train-the-trainer approaches, group dynamics and facilitation techniques for education programs.
- Must be a very resourceful and creative individual capable of designing flexible options to respond to training needs.
- In depth knowledge of Guyanese ethnic groups (especially East Indian, Afro, Portuguese, and Amerindian) and cultural norms and traditions.
- Knowledge of the operations of a Regional democratic council and the Neighborhood Democratic Council.
- Ability to work with minimal supervision.
- Excellent report writing skills.
- Willingness to learn and use PC's approach/methodology to training.
- Knowledge of student-centered learning approaches and methods.
- Ability to work within a cross-cultural team which includes American and Guyanese staff/volunteers.
- Mentoring and listening skills; able to provide constructive feedback.
- Flexibility and ability to work efficiently and effectively and within strict time frames.
- Sets a positive example in performance of duties (being reliable, punctual, diligent, well-groomed, professional, attentive to details, solution oriented, non-judgmental, and interested in finding better and more productive ways to accomplish responsibilities).
- Is a team member and relates to colleagues consistently in a manner that fosters a consensus-building atmosphere, encourages openness and constructive criticism in all directions, accepts suggestions, and willingly responds to reasonable requests from Trainees, Volunteers, colleagues, and supervisors in a timely manner.