



Teaching Assistant Volunteer

Job Description

PEPY Empowering Youth

PEPY Empowering Youth's vision is young Cambodians empowered to pursue careers to improve the quality of their lives. The mission of PEPY Empowering Youth is to work with young Cambodians and connect them to the skills, opportunities and inspirations needed to reach their potential.

At PEPY Empowering Youth, we believe that education is the key to sustainable change and recognize the importance of the holistic impact of development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes valued and valuable.

Position Overview

The Teaching Assistant can be a remote or local volunteer who supports our English Teacher who is based in Siem Reap. The Teaching Assistant mainly works with the English Teacher and reports to the Learning Center Program Manager. We are looking for volunteers that can support for at least 2 months.

Main Roles and Responsibilities:

- Assist the English Teacher to provide English lesson and design tests
- Prove read necessary document such as lesson plans, reports, and exam paper
- Assist the English Teacher to track attendance, student assessment, progress test, and results
- Contributing ideas to the curriculum and material designs
- Provide feedback to the students based on workload and classroom behavior
- Building trusting relationships with students, and staff
- Participate in various team discussion and meetings

General

- Contribute ideas or skills or expertise are possible input into the project
- Join meetings as requested and availability
- Follow all the organizational policies
- Perform other tasks as requested by project team

Core Value Management:

- All PEPY Empowering Youth staff and volunteers are hired and evaluated based on their fit with PEPY Empowering Youth's Core Values. As committing to life-long learning, being open to giving and receiving constructive feedback, and being responsible with our spending are some of the things we value, it is important that all staff and volunteers not only know and understand each core value but also model these values while working at PEPY Empowering Youth.
- Each staff/volunteer member should consider the core values when making strategic decisions about their work and help our organization improve to continue to be a positive model in living these values.

Personal Development:

Each PEPY Empowering Youth staff/volunteer member should have a chance to express their personal development interests and how they line up both within and beyond their role at PEPY Empowering Youth. Part of PEPY Empowering Youth's philosophy is that all staff should have the chance to develop personal skills that help them be better equipped to reach their dreams. As such, personal development and growth is an essential part of every team members' job responsibility. This will happen with on-going day-to-day growth from learning through experience as well as through specific trainings and experiences designed to expand the capabilities of our team. These ideas are suggestions based on the employee's skills analysis and interests but specific additional skills and personal development ideas can be further defined by the employee and their manager on an ongoing basis.

To Apply:

If you are interested in the position, please send you cover letter and resume to contact@pepyempoweringyouth.org. Thank you!