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| **Department** | **Training Department** |
| **Role** | English teaching assistant volunteer |
| **Location** | KOTO Training center  11/670 Yen Vien, Gia Lam, Ha Noi |
| **Project Timeframe** | At least 2 days a week (week days)  Number of hours: flexible (full time if required)  A minimum of 3 months commitment. |
| **Skills Required** | **Qualifications / Experience**   * Experience in English teaching area * College/ University English Language Teaching Degree is preferred * TEFL/ TESOL or CELTA certificates are preferred   **Personal attributes**   * High level of motivation | Positive attitude | Flexibility | Empathy and understanding | Patience | Initiative * Passion for KOTO and the development of young people in Vietnam |
| **Project Summary** | 1. Independent teaching or tutoring or teachers aid for teaching trainees in basic English language, Hospitality training. 2. Develop lesson plans and resources – with support. 3. Correcting or marking trainees’ written work or oral test as needed. 4. Prepare worksheets and conduct tutoring sessions - with support. 5. Develop/facilitate/support appropriate additional activities in line with the training curriculum. |
| **Project Outcomes** | 1. Trainees will demonstrate improved levels of English comprehension, improve pronunciation and increase confidence to speak in English especially with native speakers 2. English and Hospitality teachers will get support from volunteers in delivering lessons and preparation for teaching. 3. Reusable lesson ideas and resources are created 4. Additional tutoring can be provided |
| **How this project related to departmental goals** | 1. English language training is a very important part of our training at KOTO. In order to stand out these students will have not only a Certificate III in Hospitality but also be able to speak English and have life skills as part of their skill set. 2. This will assist us to achieve our mission of ‘Empowering at-risk youth to pursue a life of dignity by providing training, life-skills, and opportunity’. |
| **Benefits** | Self-funded volunteers receive no financial support from KOTO other than transport to and from the training centre and lunch at the canteen.  Reward in contributing immesely to the profesisonal and skills development of the KOTO trainees. Gain experience in working with youths in diverse backgrounds and culture.  Be part of the KOTO family and contributie positively to its mission of tranforming lives of disavantaged youth in Vietnam.  Be immensely rewarded as the trainees gain confidence and improve their English skills which helps to tranform their lives for the better future.  A chance to attend and experience trainee's final dinner/lunch assessments. |

We are always on the lookout for talented and passionate people to join the KOTO volunteer team. If you have skills  
and experience that you think fit with the KOTO mission then please download our [**Volunteer Application Form**](https://4c6c52aa-edb8-4bcc-b042-5c73fc9f71a8.filesusr.com/ugd/c13e02_947f2a3bc845447e83cc45ed2d70830e.docx?dn=Volunteer%20Application%20Form.docx) and  
sent it with your current CV to [volunteers@koto.com.au](mailto:volunteers@koto.com.au?subject=volunteers@koto.com.au)

[​](https://4c6c52aa-edb8-4bcc-b042-5c73fc9f71a8.filesusr.com/ugd/8be9a4_3de047f26b4f488bae6103a918280180.doc?dn=Volunteer%20Application%20Form%202016.doc)