### AHHA EDUCATION

Position: Volunteer

Placement: AHHA EDUCATION

**A. POSITION AND RESPONSIBILITIES**

1. **POSITION / DEPARTMENT**

 Education and Community Work

**2**. **REQUIREMENTS**

1. Clear English, reading, writing and speaking.
2. Strong interest in teaching.
3. Willing to live in the provinces or rural villages.
4. Confident, flexible, responsible and motivated.
5. High levels of integrity and solid moral behaviour.
6. Open to learning from new environments.
7. Ability to work independently while being a strong team player.
8. Demonstrate interest in education, NGO work and poverty alleviation issues.

**3. RESPONSIBILITIES**

1. Community Development
* Assist in the daily management of community centres.
* Liaise and work with the local council for any administrative matters.
* Maintain good relationship with neighbours in the local community.
1. Teaching
* Planning and preparing classes and group courses.
* Teaching according to the educational needs of pupils assigned to him/her.
* Setting and marking of work to be carried out by the pupils in and out of class.
* To assess and report the development, progress and attainment of the pupils.
1. Other Activities
* To promote the progress and well-being of individual pupils assigned to him/her.
* To provide guidance to pupils on both educational and personal matters.
* To give students advice on future careers including information about sources of expert advice on specific subjects.
* To participate in formal and informal functions for the Organization.
* Ability to work independently while being a strong team player.

d) Multi-tasking as and when required by the supervisor/management

**B. GENERAL CODE OF CONDUCT**

 You, the undersigned, agree:

1. To pay due respect to the religious beliefs, customs and habits of the local population and to conduct yourself accordingly;
2. To observe strictly the laws and regulations of your country of placement, including those concerning security, traffic rules and currency exchange;
3. The volunteer should not expect any support or compensation from AHHA EDUCATION if he/she contravenes such laws and regulations.
4. Not to use or have in his/her possession, weapons or ammunition or any illegal substances.
5. You will need to follow the Organisation’s dress code as required. Dressing must be modest and in a manner appropriate to the assignment, avoiding any impression of military status, political partiality, etc. Dress code while working is smart casual (e.g. pants, jeans, slacks, shirts or nice blouses. No shorts, miniskirts or too reveal tops). Clothes with slogans or symbols are not permitted. Tattoos and facial piercings should be concealed or removed while teaching. Facial hair needs to be maintained neatly;
6. To behave in a manner expected of a good role model to your students and their parents by not smoking within 1KM and not drinking alcohol within 10KM radius of your community centre;
7. To abstain from drug abuse at all times;
8. To abstain from undertaking any public, professional of commercial activities which

i) may conflict with or adversely affect the work of AHHA EDUCATION and;

ii) without prior permission from AHHA EDUCATION ’s management;

1. Not to proselytize, i.e. to induce someone to convert to one’s faith and/or to recruit or convert another especially to a new faith, institution or cause;
2. To avoid making references to political and military situation in official or private communication, including conversations, telephone calls, internet, cables, and letters, except those communications necessary for the safe accomplishment of their tasks.
3. To refrain from publishing articles or research findings resulting from the mission, without first clearing the text with AHHA EDUCATION country director(s) including the period following the assignment;
4. To refrain from any act or omissions, or from any words which may bring discredit to AHHA EDUCATION, its board of trustees or country directors;
5. To have deemed to breach this agreement with the Organisation if you are continuously absent from work/duty for more than two (2) consecutive working days without prior approval from your superior / Human Resource Department.
6. In addition to the other terms and conditions, you are also subjected to other rules and regulations which may be implemented from time to time;
7. You will also be required to carry out such duties and job functions in addition to your main responsibility as may be assigned to you from time to time by your supervisor;
8. You are required at all times to uphold, respect, promote and defend the name, reputation and prestige of AHHA EDUCATION during your capacity as an AHHA EDUCATION Volunteer.

**C. WORKING DAYS AND HOURS**

1. The Organisation practice a 5-6 day work week with 6-8 hours of service per day (excluding lunch break).
2. Volunteers may choose to work beyond the expected hours of service if so required and at their own initiative.

**FOR THOSE WHO ARE INVOLVED IN TEACHING:**

1. The hours and days in which you will be working will depend on the community’s needs and availabilities.
2. Community projects which may require your presence usually take place over the weekends as well.
3. Given the nature of the placement where volunteers are placed within the community, full-time and close-knit relationships with the community are developed beyond the classroom, therefore please be prepared to fulfil your out-of-classroom responsibilities beyond the 8 working hours per day.
4. Should there be any changes to the above working hours, you will be notified.

**D. PUBLIC HOLIDAYS**

1. You are eligible for public holidays in accordance with the State Government of Thailand’s gazetted public holidays as and when advised by the management.
2. You shall keep the country director, human resources department (or their representative) informed of your movements and not to leave the country or take local leave without the knowledge and permission of AHHA EDUCATION or its representative(s).