



Phuket Has Been Good To Us Foundation

JOB DESCRIPTION: Coconut Club Teaching Fellow

The **Coconut Club Teaching Fellow** is a pivotal member of the teaching and administrative staff. Reporting directly to the Director of Operations, the **Coconut Club Teaching Fellow** will be responsible for, or a collaborator in, tasks including but not limited to:

1. Programme Development and Planning
2. Teaching Support
3. Visitor Management and Coordination
4. Relationship Building
5. Administrative Tasks

Coconut Club Management Overview:

- Plan and submit a weekly Coconut Club activity schedule for residential students (Monday-Thursday)
- Attend Coconut Club every day (supported by at least one teacher)
- Organize and maintain the Coconut Club activity and storage room at Kamala School.
- Create and maintain an up-to-date 'wish list' of needed supplies, for Coconut Club and for teaching.
- Plan and organize quarterly birthday parties for residential students. This includes coordinating with the venue, obtaining permission from the school director, planning games, and organizing transportation.
- Plan and organize Saturday Swimming activities (supported by teachers)
- Coordinate visitors who wish to see the school and take part in Coconut Club
- Actively seek donations for teaching and Coconut Club activities supplies from visitors

Teaching Support Overview:

- Organize guest speakers for VOTE/ students enrolled in Hotel Business English
- Plan site visits for Hotel Business English students
- Coordinate reading group, both in classroom and on Saturday mornings
- Support English Teachers in their classrooms as an Assistant or running a reading group, or as a substitute/relief teacher.
- Facilitate learning by establishing a relationship with pupils and by organization of their learning resources and learning environment.
- Develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.

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80/14 Moo 3, Kamala, Kathu, Phuket 83150

Tel: (076) 278 146, Fax: (076) 341 534

info@phukethasbeengoodtous.org <http://www.phukethasbeengoodtous.org>

Registered Kingdom of Thailand Charity Organization 0-9930-00050-98-3



- Challenge and inspire pupils to help them deepen their knowledge and understanding.

Roles and Responsibilities:

- Oversee the Foundation's afterschool programme and extracurricular activities, including Saturday swimming, reading group, and quarterly birthday parties.
- Coordinate with speakers and sponsors from businesses around Phuket
- Manage visitors and actively seek donations
- Take responsibility for organizing the Coconut Club room, classrooms, and learning resources to create a positive learning environment, including its tidiness and cleanliness
- Safeguard pupils' health and safety
- Maintain discipline of students
- Work with the Director of Operations and Head teacher to plan and coordinate work
- Liaise with colleagues in the Foundation and in the school and be able to work flexibly
- Act as a role model to students, in manner and appearance, dressing appropriately for the culture and expectations of the host school
- Stay up to date with changes and developments in the structure of the curriculum and make suggestions to the Director of Operations about how the Foundation's teaching methodology and extracurricular activities could be improved
- Take part in school and Foundation events and activities that promote the Foundation's program outside of normal teaching hours
- Participate in opportunities for further training and professional development
- Undertake any other reasonable tasks related to the post which may be required from time to time.

Skills & Qualifications:

- Candidate must have at minimum a Bachelor's degree from an accredited university
- TEFL/CELTA/TESOL certification strongly preferred
- Teaching experience or equivalent experience working with children and/or schools
- Clear and concise verbal communication skills; excellent writing skills and the ability to communicate effectively with people at all levels.
- Ability to handle multiple tasks, projects, and schedules.
- Flexibility and adaptability to operate effectively in a fast-paced environment; evening and weekend work, as required.

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Code of Behaviour

- The volunteer should be aware that they are an ambassador of the Foundation, and that their public behaviour should be appropriate for someone who is in charge of children.
- Smoking and drinking alcohol are not permitted during working hours.
- Teachers driving mopeds are required to wear a helmet while employed by the Foundation.
- Teachers are required to wear appropriate clothing during work hours, as directed by the Foundation.

Remuneration:

This is an 11-month contracted volunteer position. The individual receives stipend to cover accommodation, visa, work permit and moped in lieu of salary.

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