

# Coach for College

A Global Initiative to Promote Higher Education Through Sports

## Summer 2024 Application for Test - Survey Directors and College Directors

**Deadline: 11:59 PM, Sunday, October 15th, 2023**

- **Working location:** Hau Giang
- **Working period:**
  - On-site: During 3-week camp and 2 days prior to camp
  - Online: 2 months before camp
- **Orientation period:** 5 months

### ❖ **2024 PROGRAM VACANCIES**

In summer 2024, CFC plans to operate at 5 program sites with the estimated number from **4 to 6 camps** in **Hau Giang** province.

CFC seeks to recruit capable **Vietnamese College Directors** and **Test-Survey Directors** to support CFC staff in the summer of 2024 program.

Candidates who pass the application and interview rounds will proceed with an orientation period on CFC information and necessary skills, as well as getting involved in the preparation for the program, which is expected to last for 4 months. As part of their commitment to the program, the selected candidates are also expected to spend at least 2 hours per week working on CFC-assigned tasks to help prepare for the summer camps.

Please note that the selected candidates must complete the mandatory, pre-camp orientation component of the Coach for College program in order to be qualified for the Director position. The candidates' performances are constantly monitored and evaluated during the whole orientation process. CFC reserves the right to make the final decision regarding the participation of candidates in the camp as Directors, as well as the right to dismiss, at any time, candidates who present inappropriate behaviors or impede, disrupt or obstruct the program in any way.

Please see *pages 6-10* of this document for the full **job description** of the *Vietnamese Test-Survey Director position* and *pages 11-14* for that of the *Vietnamese College Director*.

❖ **TENTATIVE PROGRAM TIMELINE**

1 - 15/10/2023	The application for 2024 Director Recruitment is open.
16/10/2023	The email for the 1st Application round results will be sent out to all candidates.
16/10 - 18/10/2023	The guidelines for the 2nd round (Presentation + Interview) will be sent out to candidates who make it to the next round.
22 - 27/10/2023	The 2nd round (Presentation + Interview) takes place.
31/10 – 1/11/2023	The final results will be sent out to all candidates.
11/2023 - 03/2024	Successful candidates will go over a 5-month of orientation with the CFC Team.
04/2024 - 05/2025	Coach orientation
25/05 - 16/06/2024	Camp 1

22/06 - 14/07/2024	Camp 2
20/07 - 11/08/2024	Camp 3

❖ **ELIGIBILITY**

The Test Survey Director and College Director positions are restricted to **former Vietnamese College Students** and **Vietnamese Directors** who participated in the previous Coach for College summer camps. Both current undergraduates and those who have already graduated are eligible to apply.

❖ **HOW TO APPLY**

**Round 1: APPLICATION ROUND** (evaluate attitude, relevant skills and experience, and CFC past experience).

- Please submit all application files *in English* to Coach For College at [desk@coachforcollege.org](mailto:desk@coachforcollege.org).

**Email subject:**

**\*For Test-Survey Director position:** *Application – 2024 VN Test-Survey Director – Your full name* (For example Application – 2024 VN Test-Survey Director – Nguyễn Văn A).

**\*For College Director position:** *Application – 2024 VN College Director – Your full name* (For example Application – 2024 VN College Director – Nguyễn Thị B).

- Your application must include:

1. A **video** clearly demonstrating your suitability for this position.

**Hint:** Tell us your motivation, or the reasons why you are applying for this position. How can you contribute to the program’s goal as a director? What makes you a potential candidate for this position?

The maximum length for the video is 3 minutes long.

We appreciate your creativity so feel free to implement any ideas you have. However, please make sure the quality of the video is good enough so that we can hear and see you clearly.

You can upload the video on Google Drive or Youtube under the title “Your full name” (for example: Nguyen Thi A). If you are posting your video on Google Drive, please make sure you change the privacy setting to 'Public'.

2. A comprehensive **CV**, which indicates:

- ❖ Your *Education, English proficiency, related skills and experience*, and your *CFC coach/director experience (year, camp, coaching subjects, etc.)*;
- ❖ *Contact* details, including your *current address, telephone number, email, and other social media address* (such as Facebook, Instagram, blogs, etc.); your *emergency contacts*; and contact of one of your *past directors* (preferably your College Director) as your reference;
- ❖ *Summer Plans*: Please indicate the camps you are available for and your order of preference from 1 to 3 (of which 1 is your first choice and 3 is your last choice). If you do not have a strong difference in preference between two or more camps, please indicate the same ranking number for each of those camps.

**Estimated time:**

- Camp 1: May 25 - June 16
- Camp 2: June 22 - July 14
- Camp 3: July 20 – Aug 11
- All applications must be submitted by **11:59 PM, Sunday, October 15th, 2023**. There will be no CONFIRMATION email from us.
- All applicants will be notified of their results **within 3 days** after the deadline.

**Round 2: PRESENTATION + INTERVIEW ROUND** (evaluate presentation skills, planning and organizing skills, creativity, leadership skills, problem-solving skills and attitude)

In one week after the application deadline, qualified candidates will be contacted for the 2nd round, which will be conducted 100% online.

*Session 1. Presentation*

- Topics: announced in advance.
- Presenting language: Vietnamese.
- Duration: 7 minutes.

*Session 2. An Interview*

After the presentation session, all of the applicants will proceed with the interview. The interview is expected to take up to 1 hour, and will be conducted in English.

Both successful and unsuccessful applicants in this round will be notified about their results via email.

❖ **2024 PROGRAM FINANCING AND PARTICIPATION FEE**

The **Coach for College** program will **pay** Vietnamese directors' living expenses **during the duration** of each three-week session. This includes accommodation, food, travel, and teaching materials during the camps and weekend trips (outside of Hau Giang).

Any **expenses** incurred **before or after** the official program start dates (the expected dates of arrival and departure), transportation to the departure location, and personal expenses during camp and weekend trips **must be paid by the Directors** separately.

In the 2024 summer, Directors are required to pay an amount of **VND 1,000,000** (one million Vietnam dong) when they are accepted for the position as a **commitment** to their participation. This fee will be **fully returned** to the Directors once they have successfully fulfilled all the responsibilities as described in the Job Descriptions after each camp session.

For further information about the program, please visit our website: [www.coachforcollege.org](http://www.coachforcollege.org) or Facebook: [www.facebook.com/coachforcollege](https://www.facebook.com/coachforcollege).

Should you have further questions, please contact us at [desk@coachforcollege.org](mailto:desk@coachforcollege.org).

## Vietnamese Test - Survey Director Responsibilities

Stage	Description
<b>Before camp</b>	<ul style="list-style-type: none"> <li>▪ Initiate and implement ideas for marketing and/or fundraising for the program.</li> <li>▪ Advertise the program at your university and/or English club(s) to recruit potential Vietnamese college coaches.</li> <li>▪ Work with staff and other VN College Directors to recruit VN coaches.</li> <li>▪ Take part in the final selection of Vietnamese college students for the 2024 program.</li> <li>▪ Take lead in the editing of the CFC curriculum, including but not limited to the designing, translation, and formatting of the curriculum.</li> <li>▪ Review and provide feedback for curriculum, test pool, and test samples.</li> <li>▪ Coordinate with the Vietnamese coaches to work on the test pool development and translation.</li> <li>▪ Develop a test pool and test samples.</li> <li>▪ Distribute curriculum workbooks and guide the Vietnamese coaches on how to use the curriculum effectively.</li> <li>▪ Comprehend all the academic and life skills lessons in Youth and Coach Workbooks.</li> <li>▪ Coordinate with staff and the College Director to lead the pre-camp orientation meetings and activities for Vietnamese coaches.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Take part in weekly meetings with staff and the College Director to discuss and prepare for upcoming activities in camp, such as Orientation Day.</li> <li>▪ Coordinate with staff and the College Director to lead the pre-camp meeting with US coaches.</li> <li>▪ Participate in the recruitment and enrollment of kids in Hau Giang to participate in summer camps and input kids' data.</li> <li>▪ Help prepare camp logistics.</li> <li>▪ Relay any concerns your session's college students have about the program to the Overall Coordinator of the Program.</li> </ul>
<p><b>During camp</b></p>	<p><b>1. Design and Assist Grading Life Skills and Academic Tests</b></p> <ul style="list-style-type: none"> <li>▪ Support staff in printing Workbooks and delivering Youth Surveys.</li> <li>▪ Make sure that there are enough textbooks for middle school students and coaches.</li> <li>▪ Work with Coaches and College Directors to develop tests for each week (both Vietnamese and English versions).</li> <li>▪ Guide coaches on how to develop weekly tests and assure the quality of tests they submit.</li> <li>▪ Ensure Weekly Academic and Life Skills tests are translated into Vietnamese before the deadline and all answers are correct.</li> <li>▪ Ensure that there are enough tests for students on the test day. Coordinate Life Skills and Academic tests on Competition day.</li> <li>▪ Oversee the grading of Life Skills and Academic Tests and assign coaches to help with grading.</li> <li>▪ Coordinate the test inputs and announce results every week and the final result at the end of camp.</li> </ul>

- Collect Jeopardy Questions from Coaches and input in the test pool for Final Competition Weekend. Check the translation of Jeopardy Questions and Answers.
- Be in charge of the Jeopardy competition on the last Competition day. Submit a weekly report (test results) to the Site Director.

**2. Oversee the distribution and collection of Youth Surveys before and after camp**

- Distribute and collect the pre-camp and post-camp surveys for Middle School Students.
- Have coaches translate kids' surveys into English.
- Store pre-camp and post-camp surveys in online workspaces to avoid being lost.

**3. Observe classes to give feedback to coaches and take note of new ideas and activities**

- Daily observe the Academic classes and Life skills sessions as well as take notes on ways the lesson and teaching method could be improved.
- Lead nightly lesson planning meetings with American student-athletes and Vietnamese coaches, and give feedback and ideas to improve the teaching results and cooperation between participants.
- Collect and record coaches' feedback on mistakes in curriculum and/or interesting ideas and activities in lesson plans.
- During camp sessions at school, intervene as necessary to help Vietnamese coaches who are having trouble interacting with youth or conveying the material in the curriculum.
- Solve unexpected problems that arise at the school during the camp sessions.
- Assist College Director in leading groups, and team-wide activities during the camp, such as team building relays.



#### **4. Other tasks**

- Assign kids to color teams and support in setting up the equipment room on Orientation Day.
- Translate surveys and other documents when being asked by the site director.
- Conduct at least 2 interviews/ case studies with kids and coaches in your camp about the program's impacts.
- Substitute for Vietnamese coaches in the classroom when they are absent.
- Daily check and fill out the Student attendance list and submit it to the Site Director.
- Travel with Vietnamese college students from your session to the campsite at the beginning and end of your session.
- Help develop relationships between all participants in the camp.
- Collaborate with the College Director and staff to make a schedule plan as well as arrange accommodation, meals, and transportation for weekend trips.
- Assure that coaches follow the program's policy.
- Help prepare camp logistics and manage camp stationery.
- Take care and manage teaching materials.
- Have nightly planning meetings with Program Directors.
- Collaborate with staff and the College Director to organize culture exchange activities and/or team-bonding activities in camp.
- Take photos and record videos of the coaches and kids during camp sessions at school and share them with the College Director.

<b>After camp</b>	<ul style="list-style-type: none"><li>▪ Check, count and pack camp equipment. Submit final reports to the Site Director.</li><li>▪ Fill out curriculum reports and submit them to the Site Director after camp. Contribute ideas to improve curriculum and test quality.</li><li>▪ Develop at least 2 narratives based on the interviews with kids and coaches for program PR - marketing materials.</li></ul>
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## Vietnamese College Director Responsibilities

<b>Stage</b>	<b>Description</b>
<b>Before Camp</b>	<ul style="list-style-type: none"> <li>▪ Participate in developing the Program's curriculum.</li> <li>▪ Initiate and implement ideas for marketing and/or fundraising for the program.</li> <li>▪ Advertise the program at your university and/or English club(s) to recruit potential Vietnamese college coaches.</li> <li>▪ Work with staff and other VN College Directors to recruit VN coaches.</li> <li>▪ Take part in the final selection of Vietnamese college students for the 2024 program.</li> <li>▪ Organize and lead orientation meetings to prepare Vietnamese college students to be coaches in the program as well as to prepare them for interacting and working with American college students and teaching the students in the camp.</li> <li>▪ Organize team-building activities for the selected Vietnamese college students in your session, figuring out ways to incorporate students who may be at different universities.</li> <li>▪ Take part in weekly meetings with staff and the Test - Survey Director to discuss and prepare for upcoming activities in camp, such as the Orientation Day.</li> <li>▪ Coordinate with staff and the Test - Survey Director to lead the pre-camp meeting with US coaches.</li> <li>▪ Participate in the recruitment and enrollment of kids in Hau Giang to participate in summer camps and input kids' data.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Help prepare camp logistics.</li> <li>▪ Relay any concerns your session’s college students have about the program to the Overall Coordinator of the Program.</li> </ul>
<p style="text-align: center;"><b>During Camp</b></p>	<p style="text-align: center;"><b>1. General</b></p> <ul style="list-style-type: none"> <li>▪ Travel with Vietnamese college students to the campsite at the beginning and end of your session. Support in setting up classrooms and the equipment room on the Orientation Day.</li> <li>▪ Help Vietnamese college students successfully adjust to the camp schedule, living conditions at the guesthouses in Hau Giang as well as the program’s methodology and curriculum.</li> <li>▪ Ensure the Vietnamese college students’ behavior is appropriate and does not negatively affect the group dynamic.</li> <li>▪ Serve as a liaison between Vietnamese college students and all others involved in the program, helping to ensure that the Vietnamese college students have good relationships with each of these groups.</li> <li>▪ Facilitate cohesion and unity among the Vietnamese college students and initiate bonding and relationships between the American and Vietnamese coaches.</li> <li>▪ Collaborate with staff and the Test Survey Director to organize cultural exchange activities and/or team-bonding activities in daily meetings.</li> </ul> <p style="text-align: center;"><b>2. Camp Sessions at School</b></p> <ul style="list-style-type: none"> <li>▪ Taking initiatives to arrange camp equipment and set up sports courts.</li> <li>▪ During camp sessions at school, intervene as necessary to help Vietnamese coaches who are having trouble interacting with youth or conveying the material in the curriculum.</li> </ul>

- Solve unexpected problems that arise at the school during the camp sessions.
- Lead group, team-wide activities during the camp, such as team building relays.
- Help design test questions for the Life Skills and Academic Tests.
- Help oversee the grading of Life Skills and Academic Tests and assign coaches to roles to help with grading.
- Oversee the coordination of each Competition Day.
- Substitute for Vietnamese coaches in the classroom when they are absent.
- Observe classes and suggest ways to improve each lesson plan and ways Vietnamese and American coaches can improve their teaching style and make the kids excited.
- Check and deliver snacks for coaches and kids every day (both morning and afternoon sessions). Signal class transition every day.
- Take photos and record videos of the coaches and kids during camp sessions at school for program PR - marketing materials.

### **3. At Night/on Weekend Trips**

- Have nightly planning meetings with Program Directors.
- Help the Test - Survey Director in facilitating nightly lesson planning meetings with American student-athletes and Vietnamese coaches.
- Give feedback to Vietnamese coaches about how to improve their coaching and teaching each night, including how to better collaborate with American coaches.
- Remind coaches of each day's schedule the night before and make other important program announcements.

	<ul style="list-style-type: none"> <li>▪ Know all Vietnamese coaches' whereabouts at all times, especially during weekend trips.</li> <li>▪ Ensure Vietnamese coaches are on time for group travel, meals, and other meetings/appointments.</li> <li>▪ Collaborate with staff and the Test - Survey Director to make a schedule plan as well as arrange accommodation, meals, and transportation for weekend trips.</li> <li>▪ Initiate team bonding activities for coaches during weekend trips.</li> <li>▪ Assure that coaches follow the program's policy.</li> </ul>
<b>After camp</b>	<ul style="list-style-type: none"> <li>▪ Check, count and pack camp equipment.</li> <li>▪ Check if coaches make home safe.</li> <li>▪ Submit final reports to the Site Director.</li> <li>▪ Collect coach narratives and surveys and submit them to the Site Director.</li> <li>▪ Add Vietnamese to CFC Vietnamese Alumni FB Group.</li> </ul>