

# Coach for College

A Global Initiative to Promote Higher Education Through Sports

## Summer 2020 Application for Test - Survey Directors and College Directors

**Deadline: 11:59 PM Sunday, January 12<sup>th</sup>, 2020**

**Working location:** Hau Giang

**Working period:**

On site: During 3 week camp and 2 days prior to camp

Online: 2 months before camp

**Training period:** 2 months

### 2020 PROGRAM VACANCIES

In summer 2020, CFC plans to operate at 3 program sites with the total number of **6 camps** in **Hau Giang** province.

CFC seeks to recruit capable **Vietnamese College Directors** and **Test-Survey Directors** to support CFC staff in summer 2020 program.

Candidates who passed the application and interview rounds will get a two month training on CFC Information and necessary skills.

Please see *page 3-4* of this document for the full **job description** of the Vietnamese Test-Survey Director position and *page 5-7* for that of the Vietnamese College Director.

### 2020 PROGRAM FINANCING AND PARTICIPATION FEE

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

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

In 2020 summer, Directors are required to pay an amount of **VND 1,000,000** (one million Vietnam dong) at the time they are accepted for the position as a **commitment** for 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.

## ELIGIBILITY

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

## HOW TO APPLY

- Please submit all application documents **in English** to Coach For College at [desk@coachforcollege.org](mailto:desk@coachforcollege.org).  
**Email subject:**  
**\*For Test-Survey Director position: *Application – 2020 VN Test-Survey Director – Your full name*** (For example: Application – 2020 VN Test-Survey Director – Nguyễn Văn A).  
**\*For College Director position: *Application – 2020 VN College Director – Your full name*** (For example: Application – 2020 VN College Director – Nguyễn Thị B).
- Your application must include:
  1. A **motivation letter** clearly demonstrating your suitability for this position and how you can contribute to the program's goals in this position;
  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, Skype account and other social media address** (such as Facebook, 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.
      - Camp 1 : May 23 - June 14
      - Camp 2 : June 20 - July 12
      - Camp 3 : July 18 – Aug 9
- All applications must be submitted by **11:59 PM Sunday, January 12<sup>th</sup>, 2020**.
- All applicants will be notified of their result within 1 week after the deadline.
- Qualified candidates will be contacted for a Skype interview with the Director Board in 1 week after application deadline.

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

## Before camp

- Initiate and implement ideas for marketing and/or fundraising for the program.
- Advertise the program at your university and/or English club(s) to recruit potential Vietnamese college coaches.
- Work with staff and VN College Director to recruit VN coaches
- Take part in the final selection of Vietnamese college students for the 2019 program.
- Take lead in the editing of CFC curriculum, including but not limited to the designing, translation and formatting of curriculum
- Review and provide feedbacks for curriculum, test pool and test samples.
- Coordinate the Vietnamese coaches to work on the test pool development and translation.
- Develop test pool and test samples.
- Distribute curriculum workbook and guide the Vietnamese coaches on how to use the curriculum effectively.
- Comprehend all the academic and life skills lessons in Youth and Coach Workbooks.
- Ensure the lesson plans and tests are finished well before camp.
- Coordinate with the College Directors to lead the weekly preparation meetings and activities for Vietnamese coaches.
- Participate in the recruitment and enrollment of kids in Hau Giang to participate summer camps and input kids's data.
- Help prepare camp logistic.
- Relay any concerns your session's college students have about the program to the Overall Coordinator of the Program.

## During camp

### 1. Design and grade Life Skills and Academic Tests

- Support staff in printing Workbooks and Youth Surveys.
- Make sure that there are enough textbooks for middle school students and coaches.
- Work with Coaches and College Directors to develop tests for each week (both Vietnamese and English version).
- Guide coaches on how to develop weekly tests and assure the quality of test they submit.
- Ensure Weekly Academic and Life Skills Test are translated into Vietnamese before the deadline and all answers are correct.
- Ensure that there are enough tests for students on the test day.
- Coordinate Life Skills and Academic tests on Competition day.
- Oversee the grading of Life Skills and Academic Tests and assign coaches to help with grading.

- Coordinate the test inputs and announcing result every week and the final result at the end of camp.
  - Collect Jeopardy Questions from Coaches and input in the test pool for Final Competition Weekend.
  - Check translation of Jeopardy Questions and Answers.
  - Be in charge of Jeopardy competition on the last Competition day.
  - Submit weekly report (test results) to Site Director.
- 2. Oversee the distribution and collection of Youth Surveys before and after camp**
- Make sure there are enough pre-camp and post-camp surveys for middle students
  - Distribute and collect the surveys for Middle School Students
  - Have coaches translate kids' surveys into English
  - Store pre-camp and post-camp surveys in 2 separate boxes to avoid being lost.
- 3. Observe classes to give feedbacks for 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.
  - Actively involved in nightly meeting to give feedback and ideas to improve the teaching results and cooperation between participants.
  - Collect and records coaches' feedbacks on mistakes in curriculum and/or interesting ideas and activities in lesson plans.
- 4. Other tasks**
- Translate surveys and other documents when being asked by 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.
  - Support in picking up American coaches from different camps when they first arrive at Ho Chi Minh city when necessary.
  - Travel with Vietnamese college students and American student-athletes from your session to the camp site at the beginning and end of your session
  - Help develop relationship between all participants in camp.
  - Collaborate with American Director and staff to make schedule plan as well as arrange accommodation, meals and transportation for weekend trips.
  - Assure that coaches follow the program's policy.
  - Help prepare camp logistic and manage camp stationery.
  - Take care and manage teaching materials.
  - Support site director in managing the camp when being asked.

### **After camp**

- Submit final reports to Site Director.
- Contribute ideas to improve curriculum and test quality.
- Develop at least 2 narratives base on the interviews with kids and coaches for program PR-marketing materials.

# Vietnamese College Director Responsibilities

## Before Camp

- Participate in developing Program's curriculum.
- Initiate and implement ideas for marketing and/or fundraising for the program.
- Advertise the program at your university and/or English club(s) to recruit potential Vietnamese college coaches.
- Review Vietnamese college student applications for the 2019 Coach for College program and conduct interviews of the finalists.
- Assist with the final selection of Vietnamese college students for the 2019 program.
- Distribute necessary forms to Vietnamese college students in your session and collect them.
- Organize and lead weekly meetings and workshops 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.
- Complete short reports after each preparation meeting.
- Distribute pre-departure manuals and any other equipment that needs to be transferred to the camp site.
- Organize team-building events for the selected Vietnamese college students in your session, figuring out ways to incorporate student-athletes who may be at different universities.
- Create online activities/ games on your camp's FB group to help build relationship between Vietnamese and American coaches.
- Participate in the recruitment and enrollment of kids in Hau Giang to participate summer camps and input kids's data.
- Help prepare camp logistic.
- Relay any concerns your session's college students have about the program to the Overall Coordinator of the Program.

## During Camp

### 1. General

- Support in picking up American coaches from different camps when they first arrive at Ho Chi Minh city when necessary.
- Travel with Vietnamese college students and American student-athletes from your session to the camp site at the beginning and end of your session.
- Help Vietnamese college students successfully adjust to the camp schedule, living at the hotels in Hau Giang as well as the program's methodology and curriculum.

- Ensure the Vietnamese college students' behavior is appropriate and does not negatively affect the group dynamic.
- 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.
- Facilitate cohesion and unity among the Vietnamese college students and initiate bonding and relationships between the American and Vietnamese coaches.
- Conduct at least 2 individual interviews with Vietnamese and US coaches.

## **2. Camp Sessions at School**

- Taking initiatives to arrange camp equipment and set up sport courts.
- During camp sessions at school, intervene as necessary to help Vietnamese coaches who are having trouble interacting with youth, the American coaches, or effectively conveying the material in the curriculum.
- 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 and 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. Make sure everyone is in the right place at all times.
- 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.
- Fill out curriculum reports and submit to Site Director after camp.
- Check and deliver snack for coaches and kids every day (both morning and afternoon sessions).
- Daily check and fill out the Student attendance list and submit to Site Director.
- Signal class transition every day.

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

- Have nightly planning meetings with Program Directors.
- Work with American Directors to lead nightly 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.
- Know all Vietnamese coaches' whereabouts at all times, especially during the weekend trips.
- Ensure Vietnamese coaches are on time for group travel, meals, and other meetings/appointments.
- Collaborate with American Director and staff to make schedule plan as well as arrange accommodation, meals and transportation for weekend trips.
- Initiate team bonding activities for coaches during weekend trip.
- Assure that coaches follow the program's policy.

## **After camp**

- Submit final reports to Site Director.
- Check, count and pack camp equipment.
- Check if coaches make home safe.
- Collect coach narratives and surveys and submit to Site Director.
- Add Vietnamese to CFC Vietnamese Alumni FB Group.