



MSYP 2019
Teaching Staff Job Description



Mostar Summer Youth Program

Bajatova 2, Mostar, 88000 - BiH | www.mostarsyp.org | mostarsyp@gmail.com



About the Mostar Summer Youth Program

MSYP is a unique, free educational summer program that provides youth aged 14-18 from Mostar, Bosnia and Herzegovina and the surrounding area with opportunities to improve their self-confidence and key skills. The program empowers participants in their educational, social and professional ambitions, by connecting them with organizations and businesses working in and around Mostar. The Mostar Summer Youth Program includes taught courses that emphasize critical thinking, creativity and practical skills, all of which are absent from Bosnia and Herzegovina's formal school curriculum. MSYP aspires to be a hub for youth leadership, volunteerism, and entrepreneurship. In previous years, MSYP has featured workshops and courses on a diverse range of subjects including: Art History, Media Studies, International Relations, EU Policy, Ethnographic Techniques, Study Skills, Social and Political Activism, Event Management, Business Development, Creative Writing, Multimedia Storytelling, Economics, Human Rights, Theatre, Sustainable Development and Social Project Design.

The program was founded in 2014 by Dilia Zwart, Freya Nowell and Sho Igawa, university students from the UK and the US. Initially, it was established with the help of a *Davis Projects for Peace* grant and local partners *Naša Djeca Fondacija* and the *United World College in Mostar (UWCiM)*. The first MSYP had over 40 participants and 15 volunteer staff members, offering 14 taught courses and 12 extra-curricular workshops, trips and events. The program received excellent feedback from the volunteers, participants and local organizations who engaged with it, as well as from the local community more broadly, driving the management team to sustain and grow MSYP over the next few years. After this initial success, they focused on refining the program's model and developing a larger, skilled team to work on this. MSYP's managing team, all of whom are volunteers, now consists of a Board of Directors (Dilia Zwart, Freya Nowell and Vlatka Lučić), as well as a team of managers, responsible for operations and programs: Russ Wiltshire (Finance), Jusuf Šarančić (Comms), Dilia Zwart (Volunteer management), Alina Mateos Horrisberger (Year-round programs) and Dario Lončarević, MSYP Program Manager.

Since its foundation, MSYP has engaged over 50 volunteers (including experienced teachers, university students and a range of professionals), delivered five summer programs for over 200 participants and established several additional, year-round programs and activities. We have also published an anthology of poetry and prose (<https://learnljubav.org/>), started a youth blog (<https://mostaryouthplatform.wordpress.com>) and organized several one-off workshops and taught courses, including a coding course, a weekly book club and a course on mental health and emotional intelligence. Our varied sources of funding have included grants from organizations such as the *United Nations Population Fund (UNFPA)*, *Schüler Helfen Leben*, *Konrad Adenauer Stiftung* and local sponsors including the IT company *North Cape Software*. Also of note are our fundraising initiatives and in-kind donations from a number of partners, most notably *UWCiM* and *Naša Djeca Fondacija*.

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MSYP 2019

In 2019, MSYP will run between Monday 24th June and Saturday 13th July. Interactive workshops, taught courses and the majority of extracurricular activities will be held at the United World College in Mostar, 09.00-14.00 Monday to Friday. Day trips will also be organised for MSYP participants on Saturday 29th June and Saturday 6th July. On Sunday 23rd June there will be a full day of team-building and training for all MSYP staff. The program will end with a closing ceremony on Saturday 13th July, with friends and families in attendance, during which participants will showcase some of their work and receive certificates for their completed courses.

Key Information

Job title: MSYP Teaching Staff

Time commitment: 09.00-14.00 Monday to Friday throughout MSYP, plus any additional planning time and staff meetings

Dates: Sunday 23rd June - Saturday 13th July 2019

Location: Mostar (Bosnia and Herzegovina)

Position reports to: Dario Lončarević, MSYP Program Manager

Main Responsibilities: facilitate and support all workshops/activities during week 1, prepare and teach at least one 2-week taught course, prepare and lead at least one 1-hour workshop/talk, attend all staff meetings, support group workshops and activities

Remuneration: As this post is voluntary, you will not be remunerated for your time working with the program. We will however cover all in-country travel expenses relating to your support of the program and the cost (within reason) of any resources needed to plan or facilitate the courses/workshops you teach/lead at MSYP. We are also able to support staff with accommodation requirements/costs on a case-by-case basis and can provide basic, shared accommodation free of charge from Saturday 22nd June - Sunday 14th July 2019. You will be given the opportunity to discuss this provision both during and after the selection process interview. If you intend to apply to grant-giving or educational institutions for funding to cover part or all of your time with the program, we encourage you to do this alongside completing your application to work with us and we are happy to provide references as required.

Role Description

Requirements and Expectations

As a staff member at MSYP 2019, you will be responsible for co-facilitating workshops covering a broad range of subject areas, as well as independently designing and delivering at least two thematic courses or workshops, to be taught in either English, BCS, or a combination of both languages as you deem appropriate. You will also be expected to staff extracurricular activities as required. It is important that you have prior experience of working with young people (teaching experience is preferred) and that you are passionate about your taught subjects of choice. During the first week of the program, you will work alongside other members of the staff team to lead participant discussion groups during workshops on topics including politics, economics, social entrepreneurship, business development and the arts. You will be given details on this program of workshops and your expected contribution to it in advance. Each of your taught courses will run over the two final weeks of the program (for 10 days in total) and will be made up of a total of approx. 10 hours of teaching (approx. 1 hour per day). Courses should be designed with this timeframe in mind and, whilst content is flexible, the subject matter and format must be agreed upon in

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advance with the program management team via email exchanges and virtual meetings. You will deliver your courses to groups of 10-20 pupils aged 14-18, all with at least a basic knowledge of English language. Participants are encouraged to attend all classes daily, with an expectation that they will attend at least 7 out of 10 lessons of a course in order to receive a certificate in recognition of their completing it.

All staff will be expected to attend and contribute proactively to the program's opening and closing ceremonies, as well as staff meetings. You should also expect to contribute to day-to-day operations as requested by the program manager e.g. taking photographs, printing resources and supporting the rest of the staff team by taking on any extra work that arises at short notice. Throughout the program, you will be supported by the program management team and other program volunteers, who will be able to help you facilitate class activities, organise extracurricular events and can provide classroom support and/or assistance e.g. with translation where necessary. You may also be asked to work with a TA (Teaching Assistant - a member of the program's alumni) to deliver your course. Where this is the case, this will be optional and discussed with you well in advance.

Contractual Commitment

Staff are expected to commit to work over the three weeks of the program and to undertake prior preparation and training as necessary. In order to carry out this role effectively, you will be required to independently plan and organise your taught courses and any workshop/events you are due to lead both prior to and during the program. You will receive support from the the program management team, who will at times require progress updates from you. All staff will also need to attend a full day of teambuilding and training on Sunday 23rd June and should arrive in Mostar in time to participate in this. During the program, working hours for staff will be 08.45-14.00 daily Monday to Friday, during which staff will be expected to stay on or close to the UWCiM premises. These hours will include room set-up, teaching/facilitation, planning, room tidying, staffing extracurricular talks/workshops and attending staff review/planning meetings twice a week. You should also expect to attend MSYP's (morning) closing ceremony and (evening) after party on Saturday 13th July.

Code of Conduct and Criminal Record certificate

You will need to comply with MSYP's staff code of conduct regarding appropriate staff behaviour for the duration of your work with the program. This will be given to you in advance of the program and will be covered in full during training. In addition, after your acceptance as staff member of MSYP 2019 you will need to provide us with a criminal record certificate.

Flexibility

In order for MSYP to run efficiently, it is important that all staff remain flexible and willing to be called upon to work outside the remit referred to above where it is deemed by the program manager to be in the best interests of the program.



This document summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the program manager, in consultation with the member of staff.

As specified on www.mostarsyp.com/teach, local and international teaching staff applications will be processed on a rolling basis from mid-February until early March. The current deadline is Sunday 3 March 2019. We encourage all those who are interested to proceed with submitting their application as early as possible. Once you have submitted your application, please expect to hear back from us within 7 working days. The selection process will include an online interview.

If you need any additional information or if you have any questions please get in touch with us at mostarsyp@gmail.com