

# Mostar MSYP

**MSYP 2022**

**Job Description - Teaching Assistant**



**Mostar Summer Youth Program**

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## Key Information

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**Job title:** Teaching Assistant

**Dates:** Monday 20 June - Friday 8 July 2022. It is also expected that you will meet with the teacher/s you are supporting in advance of the program and attend a staff meeting on the morning of Sunday 19 June 2022.

**Time commitment:** approx. 08:45-14:30, Monday-Friday throughout the program; the morning of Sunday 19 June 2022

**Location:** UWC Mostar, Spanski trg 1, 88 000 Mostar, Bosnia and Herzegovina

**Main responsibilities:**

- Support with the delivery of workshops and events
- Support at least one teacher with the planning and facilitation of a 2-week taught course
- Attend staff meetings

## Role Description

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### Requirements and Expectations

A Teaching Assistant (TA) role at MSYP is an exciting opportunity to gain experience of volunteering, and of teaching and facilitating learning alongside a supportive, experienced team. As a TA at MSYP, you will support at least one of our teachers in their preparation and delivery of a 2-week thematic course taught in English to a group of participants aged 14-19. You will play an important role in supporting our teaching staff to make their courses relevant and engaging for our participants. All staff are also encouraged to attend and contribute proactively to the program's opening and closing events, as well as staff meetings. You will also have the opportunity to help lead participant discussion groups during workshops on topics spanning politics, economics, social entrepreneurship, science and the arts and support with the planning and delivery of a range of activities and events. You should also expect to contribute to some day-to-day program operations as requested by the program management team (e.g. setting up classrooms, collecting printing, translating materials) and to support the rest of the staff team as needed.

### Code of conduct and safeguarding checks

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.

### Flexibility

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 management team 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 management team, in consultation with the member of staff.**

**If you need any additional information or if you have any questions please get in touch with us at [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)**