



AHHA EDUCATION

Position: Volunteer
Placement: AHHA EDUCATION

A. POSITION AND RESPONSIBILITIES

1. POSITION / DEPARTMENT

Education and Community Work

2. REQUIREMENTS

- a) Clear English proficiency in reading, writing, and speaking.
- b) Strong interest in teaching.
- c) Willingness to live in provinces or rural villages.
- d) Confidence, flexibility, responsibility, and motivation.
- e) High levels of integrity and solid moral behavior.
- f) Openness to learning from new environments.
- g) Ability to work independently while being a strong team player.
- h) Demonstrate interest in education, NGO work and poverty alleviation issues.

3. RESPONSIBILITIES

A volunteer's responsibilities may vary depending on the position they fill or apply for. Below are examples of responsibilities for teaching positions:

- a) Teaching
 - Planning and preparing classes and group courses.
 - Teach according to the educational needs of pupils assigned to him/her.
 - Set and mark of work to be carried out by pupils in and out of class.
 - Assess and report the development, progress and attainment of the pupils.
- b) Other Activities
 - Promote the progress and well-being of individual pupils assigned to him/her.
 - Provide guidance to pupils on both educational and personal matters.
 - Give students advice on future careers including information about sources of expert advice on specific subjects.
 - Participate in formal and informal functions for the organization.
 - Multitask as and when required by the supervisor/management.



B. GENERAL CODE OF CONDUCT

You, the undersigned, agree:

1. To pay due respect to the religious beliefs, customs, and habits of the local population and to conduct yourself accordingly.
2. To observe strictly the laws and regulations of your country of placement, including those concerning security, traffic rules, and currency exchange.
3. The volunteer should not expect any support or compensation from AHHA EDUCATION if he/she contravenes such laws and regulations.
4. Not to use or have in his/her possession weapons or ammunition or any illegal substances.
5. You will need to follow the organization's dress code as required. Dressing must be modest and, in a manner, appropriate to the assignment, avoiding any impression of military status, political partiality, etc. Dress code while working is smart casual (e.g., pants, jeans, slacks, shirts, or nice blouses. No shorts, miniskirts, or too revealing tops). Clothes with slogans or symbols are not permitted. Tattoos and facial piercings should be concealed or removed while teaching. Facial hair needs to be maintained neatly.
6. To behave in a manner expected of a good role model to your students and their parents by not smoking within 1KM and not drinking alcohol within a 10KM radius of your community center.
7. To always abstain from drug abuse.
8. If you consume alcohol outside the premises during your free time, you are strictly prohibited from returning to the organization's premises. In such a case, you must find alternative accommodation until the alcohol is completely out of your system.
9. To adhere to the time curfew set out by the management of the school.
10. To not form any sexual or romantic relationships with students or individuals around the premises.
11. To abstain from undertaking any public, professional, or commercial activities which may conflict with or adversely affect the work of AHHA EDUCATION.
12. Not to proselytize, i.e., to induce someone to convert to one's faith and/or to recruit or convert another especially to a new faith, institution, or cause.
13. To avoid making references to political and military situations in official or private communication, including conversations, telephone calls, internet, cables, and letters, except those communications necessary for the safe accomplishment of their tasks.
14. To refrain from publishing articles or research findings resulting from the mission without first clearing the text with AHHA EDUCATION country director(s), including the period following the assignment.



15. To refrain from any act or omissions, or from any words which may bring discredit to AHHA EDUCATION, its board of trustees, or country directors.
16. To be deemed to breach this agreement with the organization if you are continuously absent from work/duty for more than two (2) consecutive working days without prior approval from your superior / Human Resource Department.
17. In addition to the other terms and conditions, you are also subjected to other rules and regulations which may be implemented from time to time.
18. You will also be required to carry out such duties and job functions in addition to your main responsibility as may be assigned to you from time to time by your supervisor.
19. You are always required to uphold, respect, promote, and defend the name, reputation, and prestige of AHHA EDUCATION during your capacity as an AHHA EDUCATION Volunteer.

C. WORKING DAYS AND HOURS

1. The organization practices a 5-day workweek with 5-7 hours of service per day (excluding lunch break).
2. Volunteers may choose to work beyond the expected hours of service if so required and at their own initiative.
3. The hours and days in which you will be working will depend on the community's needs and availabilities.

D. PUBLIC HOLIDAYS

1. You are eligible for public holidays in accordance with the State Government of Cambodia's official public holidays as and when advised by the management.
2. You shall keep the country director, human resources department (or their representative) informed of your movements and not to leave the country or take local leave without the knowledge and permission of AHHA EDUCATION or its representative(s).