

The Culture and Language Teacher is a paid contract position with YFU, and reports directly to the Site Directors and indirectly to the Assistant Site Director. Youth For Understanding is committed to providing high school students with comprehensive educational programming, which helps to prepare them for their unique exchange experience. Culture and Language Teachers play a key role in achieving this goal. The quality of orientation teacher's efforts has a significant and direct impact on the student's experience. This orientation program is designed to prepare American high school students as they embark on a six-week home stay experience in Japan. Major areas of responsibility include the following:

COMMUNICATION

- Work with the Alumni Assistants to keep students informed regarding schedules and session locations, and to emphasize the importance of timeliness.
- Serve as a liaison between program staff and students by relaying important information regarding policies and procedures and administrative matters. Communicate and share students' issues with program staff.
- Assist in maintaining program integrity by working with students to uphold YFU's policies and procedures.

STUDENT SUPPORT AND GUIDANCE

- Effectively teach prepared YFU curriculum to groups of approximately 12-15 students, and to team-teach multi group sessions of up to 25 students (see attached sample schedule from 2009 on next page).
- Create and maintain a classroom atmosphere that is well organized, is consistent with the program schedule, and encourages student participation.
- Assist students with any difficulties they may encounter, and communicate these issues to Site Directors.

TEAM SUPPORT

- Assist with non-classroom responsibilities such as registration, special sessions, and social activities.
- Participate actively in all aspects of program implementation.
- Cooperate with teaching assistants (YFU alumni) and other teachers to plan and present sessions.
- Work to create effective working relationships with all program staff members.

CONDITIONS OF EMPLOYMENT

- Arrive at training having thoroughly read the lesson plans and student workbook.
- Each staff member is expected to attend and fully participate in all training sessions.
- Strive to understand and achieve the established goals and objectives of the orientation program.
- Staff members are expected to adhere to program policies and to YFU's policies and procedures.
- Be thoroughly familiar and comfortable with lesson plan concept, format, and content.

QUALIFICATIONS

Culture and Language Teachers:

- must have a teaching background, preferably with high school students;
- must have recent living experience in Japan;
- must have a minimum of beginner level Japanese language proficiency;
- must have excellent interpersonal skills and be able to team teach and function with a large and diverse staff;
- should be prepared to work in a full-time, total involvement, residential program;
- should possess the following characteristics: patience, sense of humor, understanding, adaptability, enthusiasm, awareness, sensitivity, creativity, responsibility, and commitment;
- should be dedicated to creating and maintaining a team atmosphere.
- must have no criminal record. A background check will be conducted on all staff.

2010 PROGRAM DETAILS

- **Application Deadline:** April 2, 2010 (*applicants are encouraged to apply earlier if possible*)
- **Site:** Berkley University, Berkley, California.
- **Dates:**

- On site staff training: June 5-6 and June 11
- Student Orientations: June 7-10 and June 12-15

IMPORTANT NOTE: Based on necessity, these dates may change in order to combine the two orientation sessions. In this case, training dates would be June 9-11 and orientation dates would be June 12-15. **IN ACCEPTING THIS POSITION YOU AGREE TO BE AVAILABLE AND COMMITTED TO EITHER OF THESE SCENARIOS.**

- **Compensation:** \$90/day; YFU USA will cover all transportation (up to \$380), room and board expenses.
- **TO APPLY:** Please email your **resume**, **cover letter** and **a list of three references** with phone and e-mail contact information to Livy Traczyk (ltraczyk@yfu.org; 240-235-2131)

**Youth For Understanding USA
Pre-Departure Orientation
Berkley University, California, June 2010**

Monday, June 7	
12:00 - 6:00	Student Arrival and Registration
6:00 - 6:45	Dinner with Kumi
7:00 - 7:45	Getting to Know Each Other
8:00 - 8:30	Welcome and Introduction Session
8:30 - 9:30	Exploring Japan Slide Show
9:30 PM	Free time in Washburn Hall
10:00 PM	Students in Rooms
10:00 PM	Staff meeting
10:30 PM	Lights out
Tuesday, June 8	
7AM	Wake up
7:30 - 8:15	Breakfast with Kumi
8:20 - 8:35	Radio Exercises
8:45 - 9:45	Your Homestay Experience
10:00 - 10:45	Let's Practice Japanese / Survival Japanese
11:00 - 12:00	Current Japan
12:00 - 1:10	Lunch
1:15 - 2:15	Bafa Bafa
2:25 - 3:25	Japanese High School
3:25 - 3:45	Break
3:45 - 4:30	Let's Practice Japanese / Survival Japanese
4:30 - 5:15	Culture Shock
5:15 - 6:30	Dinner
7:00 - 7:45	Cultural Workshop - 1
8:00 - 8:45	Cultural Workshop - 2
9:00 - 9:45	Free time in Washburn Hall
9:45 PM	Students in Rooms
9:45 PM	Staff meeting
10:15 PM	Lights out

Wednesday, June 9	
7AM	Wake up
7:30 - 8:15	Breakfast
8:20 - 8:35	Radio Exercises
8:45 - 9:30	Let's Practice Japanese / Survival Japanese
9:30 - 9:50	Break
9:50 - 10:50	Japanese Etiquette - Good Gaijin / Bad Gaijin
10:50 -11:00	Break
11:00 -12:00	Barnga
12:00 - 12:45	Lunch
1:00 - 2:00	Let's Practice Japanese / Survival Japanese
2:10 - 2:50	Not With Me!
2:50 - 3:00	Break
3:00 - 4:00	Alumni Panel
4:00 - 4:30	Gender Specific Alumni Panel
4:30 - 5:00	Departure Information
5:00 - 5:45	Free time for packing
5:45 - 6:45	Japanese Bon Dancing
6:45 - 7:30	Obento Dinner
7:30 - 8:00	Obento clean-up
8:00 - 9:30	Japanese Movie and Game Night
9:45PM	Students in Rooms
9:45 PM	Staff meeting
10:00 AM	Lights out
Thursday, June 10	
6:00 AM	Wake Up
6:30 AM	Check out & collect breakfast
7:00 AM	Depart for Airport
11:20 AM	Depart for Japan!