

Leaders of Tomorrow Digital Exchange Program - Program Facilitator Scope of Work

Name: Ahmad Hoshiar Hamza Dazayi

Country, City, Province: Iraq, Erbil, Hawler

Date Of Birth: January 21, 1991

Phone Number: 00964750 (0) 7075551

E-mail: ahmad.hoshiar@gmail.com

Job Title: Program Facilitator

Reports to: Program Associate & Program Assistant

Work Type: Online

Period of work: Apr 1, 2021 - Aug 30, 2021

Job description: Program Facilitator to fulfill our program requirements and facilitate the program sessions and supervising 2 virtual host families following the timeline below and delivering weekly reports/evaluations on the students status and attendance record.

Program Dates:

- Apr - Jun 2021 - Staff Training
- Jun - Aug 2021 - Sessions
- Sep 2021 - Evaluation

Benefits:

- To be part of an international community with access to multiple opportunities that can contribute to your future career.
- Receiving full tutorial sessions before the start of your role to be familiar with your tasks and the program structure.
- Private email linked with our domain to be used for official communication.
- An opportunity to learn and teach.
- High amount of flexibility with our tasks and timings.
- Receive a training certificate if you have completed at least 75% of the training process.

Key Responsibilities:

- Support team leadership in all aspects of program implementation to ensure timely and accurate completion of deliverables.
- Compile and track a wide range of participant information and project data, supporting data collection and maintaining accuracy and completeness.
- Contribute to the production of program reports, materials, and content.
- Coordinating with the program facilitators.
- Assist in monitoring and evaluating the program process.
- Assist in facilitating program sessions, activities, and supervise a number of students.

Requirements:

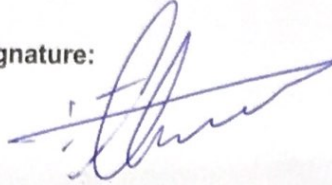
- Experienced in leadership skills, civic engagement, conflict resolution, project planning, and public speaking.
- Experience in sessions facilitating (required);
- A good proficiency in English (required);
- Capable of supporting and communicating with teenagers.
- Well organised with strong communications skills;
- Alumna/us of an exchange program (preferred);
- Experienced in Office Suite (Word, Excel, PowerPoint, Outlook)
- Team player with good interpersonal skills;
- Constant access to the internet during the week;
- 4-5 Hours time availability during the week for the training period.
- 8-10 Hours time availability during the week in the program period.

Additionally, you are not an employee of Leaders of Tomorrow, this is a fully voluntary position without any type of salary or payments.

Leaders of Tomorrow Digital Exchange Program - Program Facilitator Scope of Work

If you agree to these terms, please sign below.

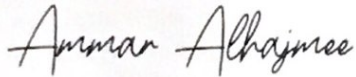
Program Facilitator Signature:



Ahmad Hoshlar Hamza Dazayi

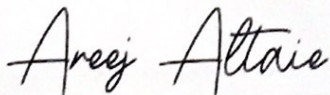
Date: March 31, 2021

Program Associate Signature:



Date: March 31, 2021

Program Manager Signature:



Date: March 31, 2021