

# JOB DESCRIPTION

**Role:** Project Coordinator

**DATE:** July, 2019

**LOCATION:** Ibex Hill Village, Lusaka, Zambia

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## PURPOSE

To assist the Village Director and matron to embed the Pestalozzi philosophy of a holistic education of head, heart and hands. To plan and deliver extracurricular activities, skills and social work programmes after school, during weekends and in the school holidays. Activities could include: sports, games, competitions, community service, skills workshops, social campaigns and field trips.

## Key Responsibilities

- To work with staff to plan a timetable of extracurricular activities and ensure it gets delivered
- To build on social work programme and ensure students attend
- To build on skills programme and ensure students attend
- To deliver educational and fun activity sessions for groups of students
- To recruit local volunteers who can deliver appropriate workshops for students
- To feed into records held by the Pastoral Officer of every student regarding their involvement and achievement in extra-curricular activities and competitions
- To participate in regular Village staff meetings
- To participate in other student-related activities, time permitting

## Skills and Knowledge:

- Enthusiasm to work with children
- An understanding of child development
- Patience, tolerance and the ability to cope with limited personal time and space
- Sensitivity to different cultures
- Be able to keep calm in an emergency
- A high standard of English

**SIGNATURES:**

Job Holder: .....Date: .....

Supervisor: ..... Date: .....

Witness: ..... Date: .....