

SJV-L1702 INFOSHEET

TEACHING ENGLISH AND ORGANIZING ACTIVITIES FOR CHILDREN IN LOCAL COMMUNITY



Solidarités Jeunes Vietnam is proud to share with you its values that promotes solidarity, peace and tolerance through youth citizenship projects to improve society during and after voluntarism.

CODE NUMBER AND TME

SJV-L1702: SJ Vietnam only welcome volunteers on Monday of the 2nd and 4th week monthly

LOCATION OF YOUR PROJECT

Work location: Sunflower English Center – Hai Duong Continual Educational Training 310 Nguyen Luong Bang, Hai Duong City, Vietnam.

BACKGROUND OF PROJECT

Sunflower English Center - Hai Duong continual educational training is located in Hai Duong province, the North of Vietnam.

It aims to teach English for children and young graduates to enter the workforce market in Hai Duong. Beside some English classes are held on working hours, we also have classes in the evenings and weekends. Sunflower English Center- Hai Duong continual educational training aims to teach English for children and young graduates to enter the workforce market in Hai Duong. Beside some English classes are held on working hours, the center also has classes in the evening and weekend.

ROLES AND TASKS

- Volunteers will teach English to students and children to create a friendly environment in order to encourage them to communicate in English.

Particularly:

- Organizing activities and teaching English and the communication skill for children and young graduates.
- Improve students' speaking and listening skills, pronunciation
- Organizing outdoor activities and workcamps
- Trying to encourage the students to learn English by organizing leisure activities in English (audio, books, etc), by providing the self-help materials.
- Organizing workshops on ESL learning and teaching
- Organizing activities related to cultural exchange in order to widen the students' cultural-social knowledge

DAILY LIFE

Volunteer will work 6 days/week (25h/week). Be able to work also at weekends and in the evenings.

Your orientation

SJ Vietnam organizes orientation day for each new volunteer. One of the LTV coordinators will be your privileged contact during this orientation week and volunteers will welcome you on their project. They will help introduce you to Vietnam's culture, your project, as well as Do's and Don'ts in Vietnam. Furthermore, they will give you the contact of the buddy who will assist you during your duration on the project.

The buddy will join you on some activities, will take you on a city tour, show you some famous places in the area, and can help you to make bookings or tours. He or she will be available to you through the whole duration of your project in order to make your life easier.

Accommodation:

The social center will provide you a simple dormitory with rooms for two, private beds and bathroom inside, a television, an airconditioner, a heater and wifi.

The center will support you a bike, so that you can travel around the local easily.

Food:

You will have to prepare meals yourself as the accommodation provides the cooking tools in case of you need some specific foods (ex: vegetarian). Sometimes you will be invited meals on some special days.

Day off and holidays:

You have one day off per week. Mostly not at weekends, unless there are specials events in your working place. If you needs 2 or three days off to travel, please come to ask the supervisor, she will arrange for you.

Visa

Please send us your CV and passport details or a photo of your passport so that we can arrange a voluntary visa for you.

Extra information:

We have been hosting plenty of international volunteers from around the world and we understand that besides the desire to help the local community, volunteers also wish to

learn more about Vietnam and its interesting history and culture. Volunteering abroad is a great way to meet new people from different countries, particularly people who have the same interests as you. We hope you can enjoy your time together and we will try our best to help you get the most out of your time in Vietnam. Above are some recommendations for your reference, there are still plenty of interesting places in Vietnam which are not mentioned and you may discover yourself during your travels.

Note: If you travel and stay overnight in a guest house or hotel, you should take your passport with you. You will need it to check-in. Reception will usually keep it, and give it back when you pay & check-out. It is normal procedure for them to hold on to your passport for the duration of your stay!

SPECIAL CONDITIONS AND RESPONSIBILITIES

- Sent by a local voluntary organization or a member of a voluntary organization.
- Should be open minded and ready for action
- Excellent people management skills, well organized.
- Aware of intercultural differences and able to solve intercultural and personal conflict
- Able to share responsibilities with volunteers and to encourage them.
- Prompt to react to unexpected situations.
- Ability to inspire trust leads and facilitates the team, and move from ideas to action.
- A strong understanding and experience about voluntarism.
- Able to share responsibilities with volunteers and to encourage them
- Excellent verbal communication skills in English.
- Good sense of humors.

WHAT TO BRING

- Laptop



- English teaching materials/book.
- Small gifts for kids.
- Text books.
- A mosquito spray
- Basic pharmacy kit
- Pictures of your hometown and family
- Games, objects or food from your country
- Craft material, pencil for your project if possible
- A copy of your passport
- Electricity adaptor to charge your electricity equipments. In Vietnam the Electricity



Voltage is 220V (A.C)



HOW AND WHEN TO GET THE MEETING POINT

Meeting point: SJ Vietnam office, Suite 1407, N01 Building, 282 Linh Nam Street, Vinh Hung ward, Hoang Mai District, Hanoi

As the majority of our volunteers arrive by air we can organize you a pick-up taxi. Please inform Linh, SJ Vietnam coordinator at email in@sjvietnam.org your arrival time and your flight number; we will assist you to book a taxi. You will be met at Noi Bai airport by a reliable taxi driver sent by SJ Vietnam.

When you arrive at the airport, please find the taxi driver who will raise your name on



a board such as “Eugenie Fromont”. After 5 or ten minutes, you can’t find any one, please come to international terminal A1, look on the right hand, you will see "Popeyes" restaurant (in the picture). The taxi driver will be waiting for you at this restaurant.

If you come there and don't see anyone like this, please go to the information desk which is opposite of the restaurant and ask a staff to call the local staff. She will call the taxi driver after that to come and pick you up. Once you are picked up, the taxi driver will call SJ Vietnam staff to speak with you (few drivers speak English).

It takes about 1 hour from the airport to the volunteer apartment. When the taxi arrives at the building, the driver will call one of the staff or local volunteer to come down and pick you up to the volunteer apartment. Taxi costs 350.000 VND.

If you don't choose the pick up at the airport, below is a description how to get to the city center from the airport.

PARTICIPATION FEE AND CONFIRMATION PROCESS

7.500.000VND /month this fee includes food, transportation and basic accommodation in host families. Volunteers will pay all their participation fees in a single payment to their sending organizations or directly to SJ Vietnam bank account 2 weeks before they come to Vietnam. Volunteers have to send a scan of the receipt and bring it to SJ Vietnam. If they do not pay their participation fees before coming, they will be in the waiting list. The volunteers can stay longer or less than couples of months but they are supposed to pay for the whole months and may be a half as well. For example, if volunteers stay for 3 months and 10 days, they are supposed to pay for 3 months and a half (it means they will pay 26.250.000VND); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 30.000.000VND). If volunteers have holiday in the middle of their voluntary durations, the holiday duration will still be considered as their voluntary time so volunteers are supposed to pay for the holiday duration. If they have holiday after finishing all voluntary work with SJ Vietnam, they do not have to pay for that.

Following is the address to transfer fee:

Bank name: Vietcombank
Account name: Solidarites Jeuneses
Account number:

- **0931004181280 (Currency: VND)**
- **0931374181283 (USD)**
- **0931144181282 (Euro)**

Bank address: Hoang Mai, Hanoi, Vietnam
SWIFT code: BFTVNVX093

As soon as you received this Info-sheet, it means that you applied to this project. We are going to send you a confirmation slip and a welcome letter. We recommend you to have it with you at your arrival in Vietnam. And, of course, feel free to contact us anytime if you need more information.

CONTACT

SJ Vietnam office:

Suite 1407 - Building N1
282 Linh Nam - Vinh Hung ward
Hoang Mai district - Hanoi.
Tel: + 84.4.62845535/+ 84.4.22154993
Fax: + 84.4.62845535
Mail: in@sjvietnam.org

Feel free to contact us anytime if you need more information. We are looking forward to meeting you soon in Vietnam.

ADDITIONAL INFORMATION

How to go from Noi Bai airport to Hanoi city center:

* Terminal: Noi Bai International Airport (HAN)

* How to get our office from the airport: There are 3 ways to choose:

1. **By taxi:** the most convenient way if you carry luggage and it takes 45 minutes or 60 minutes (depends on traffic). There are 6 taxi companies can legally work at Noi Bai airport which you can see the taxi desks right in front of the belts where you get your luggage. They have fixed rate for going to city center which are 350000 VND (17 USD). *Noi Bai*



airport taxi



Total journey costs 17 USD

2. **By public bus:** Only available after 7 AM and before 6 PM. It is quite complicated and takes around 2 hours to reach to city center.
 - When you get out of the airport, find the electrical bus in white color which runs to the bus station (around 3 minutes). It costs 5000 VND (around 0.4 USD)



Electric bus at Noi Bai airport

- Then take the bus numbered 17 (all public bus in Hanoi is red and yellow color) to the last stop (Long Bien station). It is around 15,000 VND (around 0.7 USD) (Cause sometimes you will be charged more for your luggage)



Public bus in Ha Noi

➤ Then please take a taxi the bus No 4 to our office which cost 7000 VND

If you like to take taxi, which cost about 100000 VND, please get only Mai Linh taxi which is green color or green and white color (see picture below). Otherwise, you have high possibility to get overcharged.

Mai Linh taxi



Total journey costs around 5 USD

3. By minibus: When you get out of the airport, turn right and cross the lane to find the minibus (12-seats bus) (40,000 VND, around \$1.7 USD), which only stops at the center of Ha Noi and takes around 1 hour,

Then you have 2 choices:

- Take the motorbike taxi if you don't have bulky luggage (less than 10kg), show the driver your hotel address and try to bargain the price around 50,000 – 60,000 VND (around 3 USD).

Totally, it costs around 5 USD

- Take a taxi, which costs around 100000 VND (5 USD). (Take Mai Linh taxi only) and show the driver your address.



Total journey costs 7 USD

SJ Vietnam Volunteer House:

Suite 903, Block No1, 282 Linh Nam, Hoang Mai, Ha Noi

(In Vietnamese: *Phòng 903, nhà No1, số 282 Đường Linh Nam, Hà Nội*)

[Volunteer's house Link](#)

In case of an emergency or you need assistance, please contact our coordinator

Linh +84.4.22154993

See you soon.

