



#### JOB DESCRIPTION

### EVENING LEARNING VOLUNTEER FACILITATOR

(ONE YEAR CONTRACT — LAO NATIONAL ONLY)

#### BACKGROUND

**Enfants d'Asie (EA)** is a French non-profit organization that has been working in Southeast Asia for over 30 years to promote access to quality education for vulnerable children. EA is working across four countries – Cambodia, Laos, the Philippines, and Vietnam – providing comprehensive support to more than 12,000 children. This support includes access to education, healthcare, basic needs, and psycho-social assistance, ensuring a holistic approach to child development.

Since 1994, our work in Laos has focused on providing **individualized psychosocial support** through our dedicated support staff, as well as improving **schooling and living conditions** for disadvantaged children. Our interventions include also the **distribution of educational materials**, the **construction and renovation of essential infrastructure** to create a safe and conducive learning environment and **improving access to clean water**. Additionally, we work to strengthen teachers' capacities through **child-centered and pedagogical teaching methods**, ensuring a more inclusive and effective learning experience.

Enfants d'Asie's mission is to provide **long-term support**, enabling children and young people to complete their education, develop essential life skills, and access professional opportunities for a **sustainable and empowered future**. The purpose of our work is to grow irresponsible and engaged citizens who can contribute positively to their communities.

#### GENERAL INFORMATION

**Job Title:** Evening learning facilitator (ELF)

**Type of Contract:** Volunteering with stipend, 1-year agreement (renewable depending on the NGO's needs and funding)

**Working time:** Around 1.5 hour per day, Tuesday to Friday (approx. 6 hours per week / 24 hours per month).

**NB:** *This is a flat-rate arrangement: the main expectation is to prepare, run, and tidy up the sessions. If the activities can be done effectively in 1 hour, that is acceptable.*

**Location:** Somhong village, Hadxayfong district, Vientiane Capital (on-site)

**Expected Start Date:** 6 January 2026

**Compensation:**

- Monthly stipend of 50 USD
- Fuel allowance: up to 10 USD / month (upon receipts), depending on the volunteer's place of residence and commuting needs. *The volunteer is expected to commute to the activity location using their own means of transportation (personal vehicle).*

#### ABOUT THE ROLE

We are looking for a motivated and creative person to run evening activities at our learning center in Bo.Oh. This is not a school position, but a **volunteering opportunity with a small stipend**, focused on supporting children in their learning journey through fun, engaging, and interactive methods.

The goal is to help children **enjoy learning, build confidence, and discover their own way of learning.** We emphasize tutoring and support, but always in a **playful, positive, and child-friendly environment.**

## **RESPONSABILITIES**

- Organize and facilitate **four sessions per week** (Tuesday to Friday, 16:30 – 17:30).
- Manage and supervise a **group of 10 to 20 primary school children** (and potentially later on, lower secondary school children, depending on the project's evolution).
- Cover the following weekly topics:
  - **Mathematics**
  - **Lao language**
  - **English language**
  - **Pedagogical games / discovery activities** (creative, Montessori-inspired, or similar).
- Prepare sessions in advance and adapt them to the needs and levels of the children.
- Track and follow the progress of each child, encouraging motivation and self-discovery.
- Open and close the center during working days.
- Ensure a welcoming, safe, and enjoyable environment for children.
- Work autonomously, with initiative and creativity, while respecting the overall mission of the center.

## **PROFILE**

- ◆ **Lao national preferred**, or a non-Lao candidate with an excellent level of Lao (speaking, reading, and writing).
- ◆ Previous **experience** working with children (teaching, tutoring, or leading activities).
- ◆ Strong **interpersonal skills** and a genuine passion for helping children grow and learn.
- ◆ Ability to make learning **fun, interactive, and engaging**.
- ◆ **Organized and reliable**, able to prepare lessons and manage small groups independently.
- ◆ **Open-minded, patient, and adaptable to different learning needs**.
- ◆ Speak a good **English**.

## **WHY APPLYING?**

- ✓ **Make a meaningful impact** – Engage with children through educational workshops, sports activities, and creative sessions, contributing directly to their development and well-being.
- ✓ **Develop valuable skills** – Enhance your experience in child engagement, group facilitation, intercultural communication, and teamwork—skills that are beneficial for both personal and professional growth.
- ✓ **Gain recognition for your commitment** – Receive a certificate of participation acknowledging your involvement, which can enhance your CV, support university applications, or open doors to future volunteering opportunities.

✓ **Join a supportive community** – Become part of a dedicated team working towards a better future for disadvantaged children, in an environment where creativity and initiative are encouraged.

✓ **Receive allowance in recognition of your dedication** – We provide a monthly stipend and fuel assistance.

#### **HOW TO APPLY?**

Interested candidates are invited to send their **CV** and a **motivation letter** by email to: [programmes.laos@enfantsdasic.com](mailto:programmes.laos@enfantsdasic.com) and CC: [coordination.laos@enfantsdasic.com](mailto:coordination.laos@enfantsdasic.com).

Please use the subject line: “**Application – ELF Vientiane - [FAMILY NAME First Name]**”.

**Make a difference – join us in empowering children to learn,  
grow, and dream bigger.**