

KOICA Volunteer Job Description

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Korean Language Education

Category	Job title
Korean Language Education	1. Korean Language Education
	2. Korean Language Education (EPS-TOPIK)

1. Korean Language Education (general)

Category	Description of activities
※ Educational goal: teaching basic Korean language to the general public who is learning for general knowledge or hobbies	
A. Curriculum and syllabus design	1) Determine grades and assign classes to students
	2) Design curriculum for a semester
	3) Develop evaluation sheets and conduct evaluation
	4) Improve and develop Korean textbooks and other teaching materials (Korean textbooks developed based on local language, dictionaries, audio materials, etc.)
B. Teaching Korean language by the medium of communication	1) Teach Korean speaking
	2) Teach Korean writing
	3) Teach Korean listening
	4) Teach Korea reading
	5) Conduct evaluation by the medium of communication (including performance evaluation)

C. Teaching Korean language, other than by the medium of communication	1) Teach Korean grammar
	2) Teach Korean alphabet
	3) Teach teaching method for pronunciation
	4) Teach Chinese characters
	5) Teach Korean language to local Korean teachers
D. Korean culture classes	1) Operate classes based on a combination of language and culture
	2) Operate classes based on the Korean Wave (Hallyu) content (soap opera, K-pop, etc.)
	3) Design classes using newspapers and books
	4) Provide learning and experiences with food, traditional games, and traditional clothing
	5) Operate literature classes (poetry, novel, etc.)
E. Planning and operating events for Korean language performance and culture	1) Host Korean speech contest
	2) Host Korean writing contest
	3) Host Korean culture festival/K-POP singing contest

2. Korean Language Education (EPS-TOPIK)

Category	Description of activities	
※ Educational goal: preparing for EPS-TOPIK		
A. Korean language education (general) duties		1) Design curriculum and syllabus
		2) Teach Korean language by the medium of communication
		3) Teach Korean language, other than by the medium of communication
		4) Operate Korean culture classes
		5) Plan and operate events for Korean language performance and culture
B. EPS-TOPIK education		1) Analyze types of past vocabulary and diction test questions, and teach core theories
		2) Analyze types of past reading comprehension test questions and teach core theories
		3) Teach sound notation
		4) Hold mock exams

Education

Category	Job title
Education	3. Science Education
	4. Art Education
	5. Mathematics Education
	6. Early Childhood Education
	7. Physical Education (general)
	8. Physical Education (Taekwondo)
	9. Music Education
	10. Computer education (general)
	11. Special Education

3. Science Education

Category	Description of activities
A. Physics	(Common) Develop a manual to initiate science experiments club
B. Chemistry	(Common) Teach the theory, evaluation, and research methods
C. Earth science	(Common) Plan and conduct seminars on including how to use scientific tools
D. Biology	(Common) Plan and conduct competitions in related fields

4. Art education

category	Description of activities
A. For students	Idea expression method
	Junk art
	Origami (paper art)
	Art expression (drawing technique according to various materials)
	Clay craft
	Art therapy
	Mural painting
	Chalk art
	Balloon art
	Silk screen
	Engraving
B. For teachers	Portrait (caricature)
	Making art materials
	Teaching method of art
C. For the public	Developing art curriculum
	Education about art business start-up
	Making useful props

5. Mathematics Education

Category	Description of activities
A. Math software	1) Conduct training on how to use GSP
	2) Conduct training on how to use Maple TA
B. Using LaTeX	1) Conduct training on how to use LaTeX
	2) Conduct hands-on training on commands
C. Flipped Learning	1) Conduct training on how to use Coursera
	2) Conduct training on how to use Movenote, and create video lectures
D. Formulae-related	1) Conduct training on how to create formulae using HWP
	2) Conduct training on how to create formulae using MS Word
	3) Conduct training on how to create formulae using PowerPoint
E. Password-related, use of formulae	Teach codes and ciphers to secondary school students
F. Basic mathematical theory	Teach math theories and develop textbooks, etc.

6. Early Childhood Education

Category	Description of activities
A. Management of teachers	Teach teachers through seminars on special education, workshops, and educational research
B. Early childhood curriculum guidance	Share knowledge on the foundational theories of early childhood education curriculum and teaching methods
C. Production of teaching materials and ability to utilize	Develop and support teaching aids for early childhood education
D. Early childhood music education	
E. Early childhood art education	Teach art based on the understanding of foundational theories of art and by the development level of children
	Teach early childhood art, such as drawing, making, and folding
F. Early childhood physical education	Teach physical education based on foundational theories of physical exercise and by the development level of children
	Provide guidance on physical activities, including gymnastics, ball games, expressive plays
G. Computer literacy	Conduct training for teachers to enhance computer literacy (i.e., Word, Excel, PowerPoint)
	Conduct training for teachers to build capacity to search information using the internet
H. Early childhood experience-based education	Provide guidance for children's talent development, and for various creative experiential activities
I. Education for parents	

7. Physical education (general)

category	Description of activities
A. Health theory and training	1) Requirements for health (nutrition, exercise, sleep)
	2) Nutrition and exercise program according to development over a whole lifetime
	3) Practical training
B. Physical education teacher and athletic team coach	1) Understanding of challenging activities (track and field: long-distance running, long jump, high jump, horse vault, throw, Korean wrestling) and guidance
	2) Understanding of competitive sports (ball game: badminton, ping pong, dodgeball, soccer, basketball)
	3) Understanding of cooperative activity (tug-of-war, group ball game)
	4) Understanding of expressive activity (gymnastics, dance, rhythm sports)
	5) Making physical education textbook and practical manual
C. Planning and evaluation of P.E. program	1) Planning and evaluation of P.E. program for students - Planning and opening sports festival

		- Establishing and operating sports activity club
		2) Planning and evaluating participation in sports contest
D. Support for athletic activities		1) Starting sports business
		2) Maintenance of sports supplies
		3) Starting a program of warm-up exercise and workout for local residents
E. Safety management and sanitation		1) Education for safety management
		2) Education for sanitation

8. Physical education (Taekwondo)

category	Description of activities
A. Technical Skills	1) Instruction for competition
	2) Instruction for techniques
	3) Demonstration and participation
B. Physical Skills	1) Basic Skills
	2) Health theory and athletic program according to lifecycle
C. Character	1) Understanding of cooperative activity
	2) Understanding of competitive activity
	3) Student counseling
D. Mental Skills	1) Program to improve concentration
	2) Training for mental health (nutrition, exercise, sleep)
E. Tactical Skills	1) Establishing Taekwondo team for demonstration and competition
	2) Training and teaching method

9. Music Education

Category	Description of activities
A. Coaching for chorus and orchestral performances	Open and operate music clubs and groups for competitions
B. Music theory education	Establish operating guidelines for music theory education and for the operation of the music subject, and develop textbooks
C. Coaching for playing various musical instruments	Teach individual instruments and evaluate performances *Ukulele, ocarina, piano, guitar drums, etc.

10. Computer Education (general)

category	Description of activities
A. Installation and use of Office	1) Installation of MS-Office
	2) Use of Excel, Power Point, Word
B. Inner structure of the computer and assembling/disassembling	1) Understanding the inner structure of the computer
	2) Assembling/disassembling the computer
C. Installation and use of Operating system	1) Installation of OS(Window)
	2) Virtual drive, UltraISO
	3) System backup/restoration
D. PC maintenance	1) BIOS Setup(Award/Phoenix/AMI)
	2) Components inspection/components change/hardware diagnosis
	3) OS diagnosis and optimization setting
E. Network setting	1) Network communication setting
	2) Router and AP setting
	3) Making LAN cable

11. Special Education

Category	Description of activities
A. Teacher education	Conduct education for local teachers on special education curriculum
B. Teaching special education curriculum	Teach foundational theories of special education curriculum
C. Special rehabilitation treatment education	Teach rehabilitation treatment tailored to the special developmental stage
D. Special psychological counseling education	Teach psychological counseling tailored to the special developmental stage
E. Special music education	Conduct special education with playing musical instruments
F. Special art education	Teach special art using practical skills, such as drawing, making, and folding
G. Special physical education	Conduct special physical education for basic skills, such as stretches, ball games, and expressive plays
H. Computer literacy	Conduct training on computer literacy (i.e., Word, Excel, PowerPoint, etc.)
	Conduct training on searching for information using the internet
I. Special experience-based education	Conduct education on talent development for children with special needs, and various creative experience-based activities
	Introduce various foreign cultures and initiate education to cultivate global citizenship

	Conduct career exploration coaching and education on career-related experiences
J. Education for parents	

International Development

Category	Job title
International Development	12. Agriculture, Forestry, and Fisheries
	13. Community Development
	14. International Development
	15. Climate/Environment

13. Agriculture, Forestry, and Fisheries - General

Category	Description of activities
※ For those other than existing jobs for agriculture, forestry, and fisheries	
A. Practical and theoretical education on agriculture	
B. Practical and theoretical education on forestry	Conduct education on forest resource creation, forest management, and forest product management/processing
C. Practical and theoretical education on fisheries	
D. Education on other areas of agriculture, forestry, and fisheries	

14. Community Development

Category	Description of activities
A. Rural area development practices	1) Conduct education on an understanding of the regional development theories and cultural and religious
	2) Participate in rural development suitable for each country's industrial level
B. Agricultural products cultivating and livestock breeding skills	1) Transfer of basic breeding skills for crops (livestock) suitable for the climate (fruit trees, horticulture, flowers, water crops, tillage agriculture, fattened cattle, cattle, pig farming, poultry farming, etc.)
	3) Transfer of agriculture and livestock-related machinery and equipment handling skills (power device, irrigation facility, vinyl greenhouse facilities, etc.)
C. Construction and building facilities	1) Conduct education on a basic understanding of livestock industry facilities and basics of environmental management
	2) Transfer of basic skills required to install and maintain local industrial facilities (layout, electricity, plumbing, cement, painting, carpentry, etc.)
D. City life and culture	1) Conduct education on an understanding of the urban development plans based on regional characteristics
	2) Conduct education on an understanding of the urban regional

		economy, based on regional characteristics
E. Community decision-making		Conduct leadership coaching to preside over a meeting and decision-making process for the community

15. International Development

Category	Description of activities
A. Cooperation for comprehensive development	Support the establishment of regional policy and analysis while stationed at INGO regional offices, government departments, village units, etc.
B. Integrated regional development	Promote regional development for various fields including information and communications technology (ICT) for social fields, such as education, health, hygiene, human rights, as well as energy and environment

16. Climate/Environment

Category	Description of activities
A. Foundational theories on the environment	1) Teach mechanisms of purifying contaminated water and purification method 2) Teach basic knowledge of water quality testing
B. Knowledge of water quality testing	1) Teach basic knowledge of water quality testing 2) Teach how to test water quality and how to use equipment
C. Environment cleaning methods	1) Teach mechanisms and methods of physical purification 2) Teach mechanisms and methods of chemical purification
D. How to improve water supply facilities	1) Teach methods to purify water and environment, and methods to improve water supply facilities 2) Teach how to design and apply physical and chemical purification facilities
E. Water quality hygiene management	1) Teach water quality management and mechanisms of advanced water purification 2) Teach how to purify landfill and sewage facilities
F. Climate change	1) Conduct education on natural disaster prevention and disaster preparedness 2) Conduct education on climate change for local residents and youth 3) Initiate campaigns on climate and environment, and organize and operate clubs related to climate and environment

Vocational Training

Category	Job title
Vocational Training	16. Cooking
	17. Architecture
	18. Machine
	19. Beauty Treatment Education
	20. Textile / Clothing
	21. Confectionery and Bakery
	22. Automobile

16. Cooking

category	Description of activities
A. Sanitary control	1) Sanitary management of cooking utensils
	2) Food hygiene education
B. Recipe for Korean food	1) Teaching Korean food
	2) Training of recipe for Korean food
C. Hotel culinary skills	1) Basic understanding of hotel culinary art
	2) Training of various hotel culinary arts (Western, Chinese, Japanese food)
D. Food materials and kitchen management	1) Understanding of food materials and food culture
	2) Management and establishment of kitchen facilities
E. Other skills	1) Food styling and carving
	2) Strengthening the competency of local residents to find job or start business

17. Architecture

category	Description of activities
A. Architectural design	1) Principle of architectural design and methodology of architectural plan
	2) Making of a blueprint by using CAD/ SketchUp program
B. Building structure	1) Basic principle and understanding of building structure
	2) Type and characteristic of building structural system
C. Building construction	1) Method and characteristic of building construction
	2) Understanding of construction process management
D. Architectural carpentry	1) Theory of carpentry and making of a furniture blueprint
	2) Making furniture by using environment-friendly lumber
E. Architectural equipment	1) Concept and theory of environment-friendly architectural system
	2) Understanding and practice of passive architectural equipment

18. Machine

category	Description of activities
A. Mechanical design	1) Understanding of mechanical design
	2) Theory and practice of CAD
B. Mechanical tools	1) Cutting process training (rack)
	2) Cutting process training (milling)

C. Mechanical tools	1) Understanding and training of CNC mechanical tools
	2) Understanding and training of welding process
D. Mechanical drawing	Mechanical drawing, Auto CAD

19. Beauty Treatment Education

category	Description of activities
A. Hair care	1) Hair cutting (various cutting techniques by using the tools such as scissor, clipper, etc.)
	2) Hair permanent waving (trend perm technique by using heat wave, cold wave)
	3) Hair coloring (dyeing technique including acidity, alkalinity, and bleaching)
	4) Hairstyling (Style expression including upstyle and the use of dryer, iron, setting machine)
	5) Hair and scalp care (treatment for healthy hair and scalp)
B. Skin care	1) Face care (skin analysis and management for each type)
	2) Whole body care (management of whole body by manipulation)
	3) Special care (management by using devices)
	4) Aromatherapy (Aroma therapy and efficacy)
C. Makeup	1) Analysis of face shape and basic makeup (skin appearance and basic makeup technique)
	2) Beauty makeup by theme (natural, romantic, modern, wedding makeup, etc.)
	3) Character and art makeup (stage makeup, fantastic makeup)
D. Nail care	1) Basic hand care (cuticle removal, making nail shape, hand massage, nail coloring)
	2) Nail art (nail overlay and extension, nail design)
E. Beauty education practice	1) Use of MS (PowerPoint, Excel, Word)
	2) Teaching plan, lecture session, and administration (video editing, making teaching material)

21. Textiles and clothing

category	Description of activities
A. Weaving	1) Weaving (preparation process, decomposition design)
	2) Knitting (stitch, Jaccard)

B. Dyeing	1) Dyeing (boiling off/bleaching, room temperature, high temperature, high pressure)
	2) Post-processing
C. Design	1) Fashion illustration
	2) Pattern design
D. Tailoring/sewing	1) Tailoring
	2) Fabric sewing (textile, knitting)
	3) Leather/industrial material sewing

21. Confectionery and Bakery

category	Description of activities
A. Theory of confectionery and bakery, and practice of operating equipment	1) Theory of confectionery and bakery
	2) Practice of operating kitchen tools and equipment (improvement of working conditions)
B. Bakery training	1) Practical bakery training for teachers
	2) Vocational education for employment of women
C. Confectionery training and food styling	1) Supply of confectionery skills and local technical application
	2) Food styling education
D. Cake decorating and hygiene education	1) Training of cake decorating
	2) Purchase of food ingredients and hygiene education
E. Preparations for various contests and supervision of the club	1) Guidance on preparation for national confectionery and bakery contests
	2) Guidance on clubs and hobby activities

23. Automobile

category	Description of activities
A. Automotive engine maintenance	1) Engine maintenance (intake and exhaust, cooling, lubrication, fuel, ignition)
	2) Gasoline engine electronic control device and diesel engine electronic control device
B. Automotive sash maintenance	1) Brake Transmission and driveline, brake
	2) Suspension, Steering and Wheel & tire, Wheel Alignment
C. Automobile	1) Equipment for convenience, lighting system and charge, starting the

electric/electronic maintenance		engine, air conditioner
		2) Electric/electronic circuit analysis and trouble shooting, network communication device
D. Body repair and painting		1) Welding and cutting, panel change, body damage estimation and recovery
		2) Body painting (primer, putty, toning, masking)
E. Automotive design and performance test		1) System design (engine ancillaries system, sash, body and moving part, wiring design)
		2) Performance test (power performance, brake performance, mileage and exhaust gas, vibration noise, thermal performance)