



Job Description: Junior Dhamma Class Coordinator

Position Title: Junior Dhamma Class Facilitator

Location: Buddhist Fellowship (BF)

Reports to: Junior Dhamma Program Coordinator

Commitment: At least 1x weekly class per month

Overview:

The DDP Class Coordinator plays a critical role in supporting the Junior Dhamma Program by assisting facilitators in managing classes, preparing lesson materials, and ensuring smooth and organized class operations. This role includes administrative tasks, classroom setup and cleanup, and supporting facilitators to create an engaging and welcoming environment for students aged 5-12 years old.

Key Responsibilities:

Class Preparation:

- Prepare the classroom for lessons, ensuring all materials, equipment, and seating are arranged as needed.
- Organize and distribute name tags, handouts, and teaching aids before class.

Student Management:

- Assist in organizing and managing students during lessons, group activities, and discussions.
- Foster a positive and inclusive environment that encourages active participation and collaboration.

Administrative Duties:

- Maintain accurate attendance records for all sessions.
- Prepare and manage student name tags and distribute other necessary materials.
- Handle logistical needs related to student and class activities.

Classroom Cleanup:

- Restore the classroom to its original state after sessions, ensuring cleanliness and order.

Facilitator Support:

- Provide logistical and on-the-ground support to facilitators during lessons and activities.
- Help monitor student engagement and provide one-on-one or small-group assistance as needed.

Communication and Coordination:

- Coordinate with facilitators, parents, and students to communicate class schedules, updates, and feedback.
- Participate in team meetings to provide input and updates on class activities and



improvements.

Requirements:

- Ability to manage tasks, materials, and time efficiently.
- A collaborative attitude with a willingness to assist facilitators and students.
- Clear and professional communication with team members, parents, and students.
- Commitment to scheduled sessions and punctual fulfillment of responsibilities.
- Ability to adapt to dynamic classroom needs and provide efficient support.
- Prior experience in Dhamma programs is preferred, class management, or administration is beneficial but not mandatory. Training will be provided.

Benefits:

- The opportunity to guide and influence the next generation of Buddhists in their spiritual journeys.
- Be a part of a supportive and dynamic community dedicated to spreading the Dhamma and fostering youth engagement
- Personal fulfillment in helping create a meaningful and impactful program for the next generation.



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Overview:

The Junior Dhamma Class Facilitator will mentor and guide secondary school-aged students (5-12 years old) within the Buddhist Fellowship's Junior Dhamma Program. This role involves providing engaging, age-appropriate Dhamma teachings and fostering an environment where students can explore Buddhist values and apply them in their daily lives.

Key Responsibilities:

- Prepare and conduct Dhamma lessons for student, incorporating discussions on applying Buddhist principles to modern life.
- Create a positive, supportive, and interactive learning environment that encourages open dialogue and critical thinking.
- Engage students through diverse teaching methods, including group discussions, debates, role-playing, and creative projects that highlight Buddhist teachings.
- Foster strong communication with students and their parents, supporting each student's spiritual and personal growth.
- Organize and lead group activities, service projects, and excursions to promote teamwork, compassion, and understanding among students.
- Monitor and assess the progress of each student, adapting teaching approaches to meet their unique needs.
- Attend regular facilitator training sessions and meetings with the Dhamma teaching team to share ideas and improve lesson delivery.

Requirements:

- A good understanding of core Buddhist teachings and principles, with the ability to communicate them in a relatable way to young people.
- Passion for mentoring youth and helping them navigate personal and spiritual growth.
- Strong communication, interpersonal, and leadership skills, with the ability to facilitate meaningful discussions.
- Creativity and adaptability in delivering lessons that resonate with young students.
- Commitment to attending scheduled classes and actively contributing to the growth of the Junior Dhamma Program.
- Experience working with teenagers or in teaching roles is beneficial but not mandatory; training will be provided.

Benefits:

2 Telok Blangah St 31, #02-00, Yeo's Building, Singapore 108942. Tel: 62780900
Website: www.buddhistfellowship.org, Email: info@buddhistfellowship.org



- The opportunity to guide and influence the next generation of Buddhists in their spiritual journeys.
- Gain valuable teaching and leadership experience while fostering personal development.
- Be a part of a supportive and dynamic community dedicated to spreading the Dhamma and fostering youth engagement