



# Volunteer Language Teacher

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INFORMATION AND APPLICATION PACK



**GET**

## GET Volunteer Language Teacher Information and Application Pack

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Please carefully read this document in its entirety to ensure that your submitted application includes all required materials, as GET is unable to accept incomplete applications.

**For GET Programme alumni:** *If you have participated as a GET Volunteer Language Teacher on a Peace Boat voyage within the past two years, please email [getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp) for our alternate Repeater Application Pack.*

**For Spanish teachers:** *Please note that all teacher-related GET Programme administrative activities and correspondence are conducted in English. All application material, with the exception of actual Spanish-language lesson content, should be presented in English. For more information, please contact [getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp).*

This PDF contains two important documents: first, an [information pack](#) with information about Peace Boat, the GET Programme, and Peace Boat's Global Voyages; second, an [application pack](#) with instructions for applying for a volunteer language teacher position with the GET Programme.

The GET Volunteer Language Teacher Information and Application Packs contain the following sections:

### **GET Volunteer Language Teacher Information Pack Contents**

1. What is Peace Boat?
2. Who joins a Peace Boat voyage?
3. What is the GET Programme?
4. How is the GET Programme structured?
5. Self-organised Events (SOEs)
6. How are GET teachers compensated for their participation?
7. FAQ

*Note: Please read the Information Pack in its entirety before beginning your application.*

### **GET Volunteer Language Teacher Application Pack Contents**

1. Job Description and Requirements
2. Application Process
3. How to Apply
4. Submission Contact information
5. Applicant Personal Data Form

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# GET Volunteer Language Teacher Information Pack



## 1. What is Peace Boat?

Peace Boat is a Japan-based, international, non-governmental and non-profit organisation that works to promote peace, human rights, equal and sustainable development, and respect for the environment through education and collaboration with its partners around the world.

We pursue this through the organisation of global educational programmes, responsible travel, cooperative projects, and advocacy activities. These activities are carried out on a partnership basis with other civil society organisations and communities around the world. Peace Boat is a committed campaigner for the UN Sustainable Development Goals (SDGs) and a proud steering group member of the International Campaign Against Nuclear Weapons (ICAN), winner of the 2017 Nobel Peace Prize.



Peace Boat voyages offer a variety of learning opportunities for participants:

- **Onboard Educational Activities**

For an additional fee, participants can enrol in structured educational programmes which take place on board Peace Boat's global voyages:

- 1) **Global University** is a global issues-based programme that focuses intensively on the themes of the voyage. It attracts many of Peace Boat's younger participants.
- 2) The **GET Programme** is an onboard language school primarily offering English and Spanish language classes, with occasional introductory classes in other languages which may be relevant to a voyage's itinerary (e.g. Arabic, French, Italian, etc).

- **Guest Educators**

Peace Boat invites over thirty guest educators from around the world to join each voyage. These guests come from diverse backgrounds and include university professors, artists, journalists, and representatives from NGOs and other civil society groups. Each guest educator holds lectures and workshops on a wide variety of political, social, environmental, and/or cultural issues.

- **Overland Exposure Study Tours**

Peace Boat works with local partner organisations to arrange tours that empower participants by helping them gain a deeper understanding of a particular region and/or issue. Lasting between three days and two weeks, overland exposure study tours give participants the chance to build personal friendships and engage in cultural exchange.

- **Cultural Exchanges Around the World**

In most ports of call Peace Boat organises cultural exchanges with local communities. These activities not only encourage the fostering of international friendship and understanding, but also help support local projects. Examples of these include tree planting, mural painting, sports exchanges, music festivals, demonstrations, or solidarity marches.

- **On-Land Educational and Advocacy Activities**

In Japan, Peace Boat works year-round to fundraise for projects, disaster relief, lobbying, and advocacy work. On land, Peace Boat also carries out a large number of seminars, lectures, workshops, and exchanges similar to those carried out on the ship during voyages.



## **2. Who joins Peace Boat voyages?**

Between 600-1000 people join each Peace Boat voyage, the majority of whom are from Asia. Of every age and coming from various walks of life, each has a different motivation for coming on board. A common reason is the chance to travel around the world by ship, but beyond that, people join a voyage to study, take a vacation, take time off to reconsider their life or career, or to learn a new language via the onboard GET Programme.

## **3. What is the GET Programme?**

GET Universal Co. Ltd. is part of the Peace Boat Group, and coordinates the GET Programme on Peace Boat's global voyages. It was established on the belief that extending communication beyond borders will help to create peace.

GET sees language as a communication tool, not as an academic subject or a collection of grammatical formulae and vocabulary, and aims to empower learners with the tools to communicate in international and cross-cultural situations. Spoken language is only one of many communication tools, and GET encourages its teachers to include forms of non-verbal communication in their lessons, as well as content designed to expand cultural understanding.

GET believes people have a responsibility to play an active role in global society. Increasing awareness and understanding of cultures and religions, political and economic issues, human rights, and the environment is critical to the development of a more peaceful and sustainable world. GET sees the provision of communicative language study programmes as a key mechanism for empowering people to learn more about the world through their own experiences.

Through globalisation and technology enabling transnational communication, English and Spanish have become global languages of communication. The demographics of those using these languages continue to change, as do the ways in which the languages are used. Reflecting these changes, Global English and Spanish have developed as ways of flexibly and creatively using uncomplicated language for international and cross-cultural communication. They share an ultimate goal of practical interpersonal exchange and are not beholden to traditional rules of structure and usage, which are colonial in origin and increasingly outdated. GET promotes Global English and Spanish as models that best represent the new demographics of the English- and Spanish-speaking world; one that respects the linguistic and cultural diversity within the languages and that of their users, rather than requiring them to conform to rules set down by “native speakers.” They are powerful assets to help people around the world collaborate towards shared goals and live more peaceful lives.

The GET philosophy employs task-based learning to teach Global English and Spanish on Peace Boat’s global voyages. A teacher using the task-based learning model first focuses on what students need to be able to do with the language (tasks), then chooses the relevant language to teach. Task-based learning focuses on relevant practical language used in real-life situations such as on the ship and/or in ports, providing students with immediate opportunities to use new language. Within a task-based learning model, students are encouraged to take control of their own learning, to review their successes and difficulties, and to identify and work on the areas that they want to improve. Task-based learning relies on a Learn-Use-Learn-Use cycle, where language learned in the classroom is used in real-life situations and then followed up on in the next lesson.

In a “general” language courses, students often study over a long period, slowly building their grammar and vocabulary according to a set curriculum. The onboard GET Programme is comparatively short and intensive and interspersed with frequent port visits. In order to make the most of this limited time, it is necessary for teachers to produce tailor-made curricula instead of relying on existing textbooks. Customised teaching materials result in a programme that prioritizes usable language and minimises “wastage:” that is, language that is neither communicative nor relevant to students’ needs in the context of their voyage. A tailor-made curriculum follows the task-based learning model to cater to students’ specific needs and includes global content relative to a voyage’s themes, calendar, and itinerary.

GET encourages teachers to create a classroom environment that is highly student-centred and without a formal hierarchy. This is not only reflected in the task-based learning model, whereby students’ immediate needs dictate curriculum design, but also within each individual lesson. Students are encouraged to take control of their own learning and to provide input into curriculum design and lesson structure. Teachers are considered “facilitators” rather than “instructors,” and students are encouraged to view each other as valid language practice partners both inside and outside of the classroom. Equality in the classroom is reflective of the atmosphere of equality promoted on board all Peace Boat voyages.



#### **4. How is the GET Programme structured?**

On an average Peace Boat voyage, approximately twenty percent of the total number of participants pay to enrol as students of the GET Programme. Depending on this number, between 8-12 teachers are invited to join a voyage, the majority of whom teach English while a small minority teach Spanish (in certain situations, teachers may be asked to teach both English and Spanish). In addition to English and Spanish teachers, GET may occasionally invite teachers of other languages to create new programmes and facilitate lessons for short courses. For this reason, the ability to teach multiple languages is looked upon favourably. GET students have a variety of learning backgrounds and range in age from 18 years old to in their early 80s. Two staff members coordinate the GET Programme on each global voyage, one primarily responsible for overseeing the teachers and the other the students.

The GET Programme offers a full curriculum of group and private lessons, a short curriculum of TOEIC lessons, and a variety of supplementary programmes for GET students.

#### **Group Lessons (English or Spanish)**

- Course length: 30-35 classes
- Lesson length: 60 minutes
- Students: each group lesson has an average of six students, who remain in the same class for the duration of the voyage.
- Workload: each English or Spanish teacher is responsible for teaching 2-3 group lessons/day (for a total of 180 minutes). Teachers will work with the same groups of students throughout the voyage.
- Curriculum: GET teachers prepare their own curriculum within the GET teaching framework with the support of a resource database of previous teachers' lessons and an onboard library of international textbooks. Teachers will establish specific objectives with each of their students and implement a course of study to help them achieve these targets. Both teachers and students are accountable for achieving these targets over the course of the programme.
- Teaching materials: teachers are asked to create one double-sided worksheet per lesson for each group class.

#### **Private Lessons**

- Course length: 20 classes
- Lesson length: 40 minutes
- Workload: each English or Spanish teacher will teach anywhere from one to three private lessons/day (for a maximum of 120 minutes).
- Materials: rather than preparing a worksheet before the lesson, written feedback is provided during and after each lesson.

## **TOEIC Lessons**

- Teachers: 1-2 teachers may be asked to lead GET's onboard TOEIC programme.
- Course length: 8 classes
- Lesson length: 60 minutes
- Students: dependent upon enrolment, the number of students in each class may range from 6 to 20 students.

## **Open Classes**

- Apart from its regular paid programme, GET also organises Open Classes in English and Spanish which can be attended by all Peace Boat passengers, free of charge. These classes are held on days when the ship is at sea in the largest spaces on board.
- There are three levels of English Open Classes: Beginner, Intermediate, and Advanced. There is also a Beginner-level Spanish Open Class.
- Each class is 40 minutes and is taught with translation support from an interpreter (Communication Coordinator, or "CC") for all levels other than advanced. The number of participants who attend fluctuates from day to day and can reach as many as 200 people.

## **TarGET**

TarGET is an afternoon support programme comprised of different activities that help students use and develop the language they've learned in group and private classes. Teachers will be assigned to TarGET on a rotational basis.

## **Montessori Programme (Kodomo no Ie)**

On most voyages, parents who have joined a voyage with small children have the opportunity to enrol them in Peace Boat's onboard Montessori Programme, called Kodomo No Ie (tran. "Children's House"). GET teachers are occasionally invited to join these sessions and lead short sessions in English or Spanish in order to expose these children to new languages.

## **Challenge Programmes**

There are between three to six GET Challenge Programmes on each global voyage. These are special in-port programmes that provide opportunities for GET students to apply their English and/or Spanish to real-life situations. They may be one-day cultural exchanges with local students or overnight home-stays with local families. GET teachers will be assigned to Challenge Programmes on a rotational basis.

## **Additional Programmes**

Depending on the unique needs of each voyage, GET teachers may be involved in:

- organising events, such as: speech festivals, language games, a ship-wide all-English/Spanish day, English/Spanish karaoke, student graduation ceremonies, etc.
- running a series of language-related workshops, such as: book clubs, introductions to a language relevant to a port of call, writing (e.g. poetry, speeches, letters, emails) workshops, intercultural communication workshops, etc.
- organising language-based student-centred projects, such as: video projects, theatrical projects, children's book projects, manga/cartoon projects, band/choir projects, etc.

Each voyage is unique and offers its own opportunities and responsibilities for GET teachers. As both a volunteer staff member and a member of the onboard international division, the duties of a volunteer teacher extend beyond GET-related teaching duties.

### **5. Self-organised events (SOEs)**

Self-organised events (SOEs) may be educational, entertaining, or both, and vary greatly depending on the unique experiences, talents, skills, knowledge, and background of each teacher. They might be a one-off event or a series, and aimed at attracting a crowd of hundreds or engaging a group as small as ten. A crucial part of every voyage, SOEs enable teachers to meaningfully interact with participants outside of Peace Boat's GET Programme.

Past examples include: presentations on volunteer experience, traveling experiences, university theses, sexual and gender identity, etc.; music and dance events like DJ nights, salsa lessons, karaoke groups, onboard bands, etc.; workshops on yoga, magic, travel safety, embroidery, etc.; clubs about human rights, the environment, sports, couch surfing, etc.

*Note: Food preparation equipment such as sinks, ovens, and knives are not available. While various onboard resources may be available to support SOEs, no budget is allocated to the organization or facilitation of these events.*

### **6. How are GET teachers compensated for their participation?**

As this is a volunteer position, no salary is offered. However, Peace Boat and GET will cover the following costs (valued at approximately 1.27 million JPY plus port charges and tips):

- Full passage on a Peace Boat voyage
- Accommodation and meals
- Visa fees, with some exceptions (e.g. transport and/or postage fees to and from embassies or consulates). Please note that the cost of visas will be reimbursed at the time of pre-voyage orientation in Tokyo. If for any reason the teacher is unable to join the voyage, visa costs will not be reimbursed.
- Accommodation costs during the 2-4 day pre-departure orientation period

Volunteers teachers are responsible for the following costs:

- Transportation costs to and from their point of origin and point(s) of voyage embarkation/disembarkation
- Accommodation costs incurred before and after the pre-departure orientation, should there be space between orientation and departure
- Travel insurance (compulsory for participation in the voyage)
- Vaccinations (as required)
- Expenses related to shipping luggage to and from the ship (optional)



## **7. FAQ (Frequently Asked Questions)**

Peace Boat and GET are unique organizations, and volunteers tend to have many questions about the opportunities available on our global voyages. In anticipation of these questions, we've prepared the following two FAQ documents:

- A. General Peace Boat Volunteer FAQ
- B. GET Programme Volunteer Teacher FAQ

Please read both of these FAQs before submitting your application or contacting Peace Boat and/or GET with individual inquiries. Should you still have questions after reading these documents, please email [getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp).

### **A. Peace Boat Volunteer - General FAQ**

#### **Is there an age limit for applying?**

No. There are no age restrictions for those applying to be a volunteer interpreter or GET teacher. However, applicants should be aware that life on board can be very physically demanding.

#### **Do I need a Japanese work visa to travel on Peace Boat?**

As the ship spends the majority of its time in international waters, volunteers who are not Japanese nationals do not require a Japanese work visa. However, upon returning to Japan after the voyage, non-Japanese nationals will need to show Immigration Services proof of onward travel (e.g. an airline ticket). Certain nationalities may be required to apply for a specific visa to enter Japan before embarking on a voyage and/or after disembarking from a voyage. Finally, those selected as volunteers are responsible for researching their own port-specific visa requirements and reporting this information to their coordinators to ensure that all visa requirements are met before departure.

#### **Who will pay for the visas I need if I join a voyage?**

Peace Boat will cover the cost of any visas required for voyage participation. However, in certain cases you may be asked to cover part of the cost. Please note that Peace Boat will not cover any optional services such as expedited delivery, and that it is ultimately your own responsibility to apply for and obtain all visas.

#### **What vaccinations do I need if I join a voyage?**

This information will be provided by the coordinators after the final selection of the volunteer interpreter and teacher teams.

#### **How many hours can I expect to be work each day?**

Work hours vary from day to day, but volunteers can expect to have at least 7 hours of daily duties. This includes interpreting/teaching hours, additional programmes and meetings, among other duties. Please note that the duties of a volunteer do not fall within set hours (e.g. 9 a.m. to 5 p.m.), so volunteers may be required to begin work earlier or continue later depending on the day's schedule. Likewise, weekly schedules vary as content is scheduled around onboard events and visits to various ports.

### **How much will the voyage cost me?**

Although the cost of accommodation and meals on board is covered by Peace Boat, there are some costs that must be incurred by the volunteer. These include but are not limited to:

- Travel insurance
- Vaccinations\*
- Travel to Japan for pre-departure orientation
- Couriering luggage to and from the ship (if necessary)
- Accommodation and food before and after the pre-departure orientation\*
- Any personal expenses incurred during the volunteer's free time on board and in ports
- Laundry services on board

*\*Note: asterisks indicate requirements dependent on the itinerary of each cruise*

### **When can I apply for a future voyage?**

Application deadlines tend to be about 4-months prior to the departure of each voyage. Please check the website for updated information.

### **Can I apply for/be accepted early for a future?**

No, we only accept applications for the next upcoming voyage. This is because the volunteer team is selected by a different panel of staff members for each voyage. To be eligible for selection, applicants must participate fully in the selection process for the specific voyage they wish to join.

### **Can I apply with my partner?**

Yes, you can apply with your partner. However, we evaluate all applicants on an individual basis. Thus, we request that both you and your partner submit separate applications. If your initial applications are successful, you will both be invited to join us for separate interviews. Since we evaluate applicants on an individual basis, it's possible that one person will be selected to join the voyage and the other one will not be invited to join. If you hope to join a voyage with your partner, please let us know by mentioning it in your application.

### **I live in Japan but am unable to come to Tokyo for the interviews. Can I still apply?**

Yes. Although we prefer that those applicants currently residing in Japan be able to join us for interviews in Tokyo, those unable to travel to Tokyo may request that their application be assessed as an international application. Please be advised that international and national applications have different requirements, the details of which can be found in our GET Volunteer Teacher Information and Application Pack.

### **Can I briefly leave the voyage for (reason)?**

No. Applicants must be available for the entire duration of the voyage for which they are applying.

### **Is it a competitive process?**

Yes, it can be quite competitive. However, that doesn't mean that it's impossible to join Peace Boat as a volunteer interpreter or instructor. We look for a diverse team of individuals who will make a strong team. Genuinely and honestly share your experience, passions, and voyage goals with us in your application so that we can best assess how you could contribute to a Peace Boat voyage.

## **B. GET PROGRAMME VOLUNTEER TEACHER FAQ**

### **What should I do in order to be accepted as a GET teacher?**

GET is a language teaching programme, so language teaching ability and experience is a critical component to any application. However, we don't look for a set list of qualities when considering a prospective GET teacher. Instead, we look for applicants who work well both individually and as a team, are well informed and in support of Peace Boat and GET's goals, and want to proactively contribute to our unique global community. We aim to make teaching teams that are diverse, professional, experienced, energetic, and adaptable to different environments. Additional skills and experience that could contribute to the GET Programme and Peace Boat as a whole are also highly valued.

### **Can you be more specific about the language level of a "beginner," "intermediate," and/or "advanced" student in the GET Programme?**

These terms have been left intentionally ambiguous. We are interested in how you interpret these levels when creating your application's lesson plans.

### **Can I still apply if I do not have 18 months of full-time teaching experience?**

Sufficient teaching experience is a very important component of a successful application. However, if you have numerous years of part-time teaching experience or other qualifications that adequately demonstrate your teaching ability (e.g. a master's degree in education or other teaching qualification), we will still consider your application. Applicants without sufficient teaching experience should take care to explain how this key requirement will be compensated for with other relevant experience.

### **I currently teach small children. When making my teaching demo video, is it better to film myself teaching an "authentic" lesson to these young students or ask my adult friends to act as students so that I can teach an adult-oriented lesson?**

Since GET students are adult learners, we prefer that your teaching demonstration show you teaching in a context appropriate for adults.

### **How many GET teachers are selected for each Peace Boat voyage?**

Many factors determine how many teachers are selected for each voyage, including voyage length, total number of passengers, and many other variables. As a general idea, we select approximately 10 teachers for each global voyage.

**Will I be free to make my own plans in each port?**

While GET teachers are often given free time in ports, it is not possible to guarantee availability in advance of a voyage. Occasionally, it may be necessary for a GET teacher to assist with various GET and Peace Boat-related events both on and off of the ship.

**I'm applying to be a Spanish teacher. Should I submit my application in English or Spanish?**

All steps of the application process are conducted in English, regardless of which language an applicant is applying to teach. Accordingly, all application material should be in English with the following exceptions: a) the Spanish target language of your lesson plans (but *not* the lesson plan itself); b) the teaching demo video for your Spanish-language lesson.

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## GET Volunteer Language Teacher Application Pack



### 1. Job Description: GET Volunteer English or Spanish Teacher

Would you like to use your language teaching skills to help build a global culture of peace-while seeing the world at the same time? If you have at least 18 months of experience teaching English and/or Spanish, then this opportunity may be for you!

GET Volunteer Language Teachers join Peace Boat on a per-voyage contractual basis to teach English and/or Spanish to the participants of regional and global voyages. In addition to teaching languages, teachers help to organise and deliver a variety of events in support of Peace Boat and GET, as well as self-organised events sharing their personal expertise and interests. In port, teachers are sometimes called upon to lead programmes for GET students and support Peace Boat's various activities.

#### About Peace Boat:

Peace Boat is a Japan-based, international, non-governmental and non-profit organisation that works to promote peace, human rights, equal and sustainable development and respect for the environment through the organisation of global educational programmes, responsible travel, cooperative projects and advocacy activities.

Peace Boat carries out its main activities through a chartered passenger ship that travels the world on peace voyages. The ship creates a neutral and mobile space that enables people to engage across borders in dialogue and mutual cooperation, both at sea and in port. Activities based in Japan and throughout Asia are carried out from our eight Peace Centers in Japan.

For more information about Peace Boat, [please click here](#).

#### **Job Requirements:**

##### **Responsibilities:**

- Creating and delivering a student-negotiated curriculum of task-based English and/or Spanish lessons for both private and group students.
- Teaching an 8-session TOEIC programme and administering and invigilating an onboard exam
- Organising and participating in a variety of student programmes such as informal English/Spanish-language conversation events, language study sessions, etc.

- Collaborating to create and host a series of extra-curricular events for GET students, including but not limited to student orientation sessions, speech festivals, graduation ceremonies, student parties, etc.
- Participating in onboard events such as departure ceremonies, welcome ceremonies, international festivals, themed performances, etc.
- Assisting in events both on board and in port in support of Peace Boat's cooperative projects and advocacy activities

**Qualifications:**

- Have at least 18 months of relevant full-time experience teaching English and/or Spanish as a foreign language
- Be a highly advanced speaker of English (for those applying to teach English) or an advanced speaker of both English and Spanish (for those applying to teach Spanish)  
*Note: it is not necessary to be a "native" speaker of either language*
- Demonstrate the ability to independently design curricula and create original lesson plans
- Have experience working both independently and as part of a team
- Be a flexible and supportive team member with excellent communication skills and a volunteer spirit
- Be in sound physical and mental health and capable of working long days over extended periods at sea
- Have experience and/or significant interest in incorporating global content into a student-negotiated language curriculum
- Have experience and/or significant interest in organising and participating in GET and Peace Boat events such as public speaking festivals, student parties, and graduation ceremonies
- Be available for the duration of the voyage for which they are applying (including online training and pre-voyage orientation periods)
- Be able to obtain all relevant visas required to participate in the voyage for which they are applying
- Have sufficient computing skills to use the Microsoft Office Suite (or similar), Google Suite (i.e. Google Docs, Google Drive, etc.), and Skype
- Have access to consistent and reliable internet access for the months leading up to the voyage so as to participate in mandatory online training
- Note: This is a volunteer position without remuneration. However, room and board, visa fees (exceptions may apply), and any expenses associated with GET's in-port Challenge Programmes will be covered by Peace Boat (valued at approximately 1.3 million JPY). All additional personal expenses are the responsibility of the volunteer.

**Additional desired qualifications:**

- Foreign-language teaching qualification(s) (e.g. TEFL, CELTA, Bachelor of Education, etc.)
- Conversational Japanese ability
- The ability to teach multiple languages

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## 2. Application Process

The GET Volunteer Teacher Application Process is comprised of three main stages, which typically take place over a one-month period.

### Stage 1: Screening of Application Materials

Applicants who submit their completed application by the stated deadline should receive an email confirming receipt. If no email response has been received within 2 weeks of your submission, please contact us to confirm that your application has been received.

### Stage 2: Interview

A selection of applicants will be invited for a Skype interview. These interviews are scheduled at a mutually agreeable time between the interviewer and interviewee, and typically held two to three weeks after the Volunteer Teacher application deadline for each voyage.

### Stage 3: Final interview

In certain cases, candidates may be invited for a follow-up Skype interview.

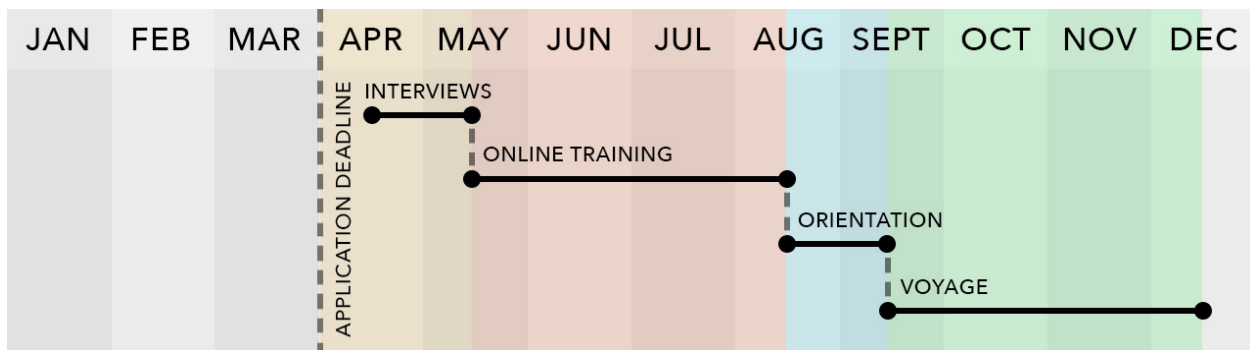
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## 3. How to Apply

Please carefully read this document in its entirety to ensure that your submitted application includes all required materials, as GET is unable to accept incomplete applications. Should you have any questions, please email [getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp).

### Timeline

Please be advised that the application deadline for each voyage is approximately four months prior to its departure and eight months prior to its completion.



### Application Requirements

Please combine the following documents into a *single PDF file* and send it to [getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp) using the email subject line "Voyage # + GET Volunteer Teacher Application." To manage your PDF file, you may wish to use a program like Adobe Acrobat or free online service like PDF Escape ([www.pdfescape.com](http://www.pdfescape.com)). When naming your document, we ask that you adhere to the following naming convention: # of voyage for which you are applying + first name + last name + GET Volunteer Teacher Application.

For example, a teacher named Nicholas Smith who was applying for the 102<sup>nd</sup> voyage would create a PDF file called "102 Nicholas Smith GET Volunteer Teacher Application.pdf" and send it using the email subject line "102 GET Volunteer Teacher Application."

NOTE: Please refrain from sending documents other than those specified below and pay careful attention to length requirements. Additional documents/pages will not be considered.

### Application Documents

1. **Applicant personal data form** (page 14 of this document). You may wish to complete this document digitally using a program like Adobe Acrobat or free online service like PDF Escape ([www.pdfescape.com](http://www.pdfescape.com)). This must include the email addresses of two professional references available to contact at the time of application. Once completed, please separate this page from the GET Volunteer Teacher Information and Application Pack and include it as the first page of your submitted PDF.
2. **Current resume / CV** (no more than one double-sided A4-sized paper).
3. **Cover letter** (no more than one double-sided A4-sized paper). This letter should explain why your interest in and eligibility for Peace Boat and the GET Programme.
4. **Three original lesson plans** (each lesson plan should be no more than one double-sided A4-sized paper; if including handouts, they must not exceed one side A4-sized paper per lesson). These plans should allow us to clearly envision how you would teach each lesson. Please take into account the GET Programme philosophy and methodology when planning your lessons.
  - **English applicants**
    - 40-minute Open Class (beginner level/80 students)
    - 60-minute Group Lesson (beginner level/6 students)
    - 60-minute Group Lesson (advanced level/6 students)
  - **Spanish applicants**
    - 40-minute Open Class (beginner level/80 students)
    - 60-minute Group Lesson (beginner level/6 students)
    - 60-minute Group Lesson (intermediate level/6 students)
  - *Note: If you are applying to teach both English and Spanish, please provide lesson plans for both languages for a total of six lesson plans.*
5. **Self-organised event(s) proposal** (no more than one double-sided A4-sized paper). Please describe one or more events that you would like to organise on the ship. Outline your planned event(s) with as much detail as possible (duration, activities, etc.), bearing in mind the likely audience on board and any possible constraints related to being on a ship. Please cite your personal interest and experience when describing your self-organised events; why is each event relevant to passengers and why are you well-suited for its facilitation?



## 6. Self-introduction and model lesson videos

All applicants must submit two videos with their application:

### 1. A self-introduction in English (length: 5 minutes or less)

Please show us who you are, both personally and professionally. This video can take any format you like and contain any information you consider relevant, but should include the following: a basic introduction; your personal and professional interests and experiences; why you want to join Peace Boat as a GET volunteer language teacher; what you can contribute to the onboard GET Programme and the Peace Boat voyage as a whole.

### 2. A model lesson in either English or Spanish (length: 10 minutes)

The lesson should demonstrate your method of teaching English or Spanish, as well as your personal style and flair in the classroom. While you are free to choose the content of your lesson, it should be developed in support of the GET philosophy and methodology. Please be sure to read the GET Volunteer Language Teacher Information and Application pack in its entirety before planning your lesson.

Please use at least four participants in your lesson and treat them as if they are beginner-level students, regardless of their actual language ability. Though it is not necessary that your students are adults, please consider that GET's onboard programmes is geared towards adult learners. We realise that it is difficult for some applicants to assemble a class of real students or create an authentic classroom environment; in such situations, we encourage applicants to make creative use of friends, family members, etc. and utilise whichever spaces are available to them. Our primary interest is in your interaction, presence, and classroom management rather than the logistics of your students and classroom.

While the lesson is only 10 minutes in length, it should stand alone and not be seen as part of a longer lesson. Please do not try to cover too much material in the allotted time. If you intend to edit your video, do so only for ease of viewing and not to expedite progress or fit in more information. Videos which show an unrealistic passage of time through editing will be looked upon negatively. If you are applying to teach both English and Spanish, please prepare only one model lesson video using the language that you have the most experience teaching.

*NOTE: If using an existing video recorded for another purpose, please ensure that it adheres to the above requirements and has been recorded within the past six months.*

We ask that applicants upload videos to a streaming video site (e.g. YouTube) rather than attempting to transfer large video files via email. Please include the URL links of your uploaded videos in your Applicant Personal Data Form (page 14 of this document). We require that you set the privacy setting of these videos as "unlisted," which means that they can only be accessed directly using their URLs. For more information regarding posting unlisted videos, please [click here](#). When naming your videos, we ask that you adhere to the following naming convention:

# of voyage for which you are applying + First name + Last name + Self-Intro/Model Lesson (e.g. 102 Nicholas Smith Self-Intro or 102 Nicholas Smith Model Lesson)

**Additional information:**

- All information provided by applicants will be used for the sole purpose of evaluating their eligibility for the position of GET Volunteer Language Teacher. All content will be kept confidential and will not be shared with a third party.
- All applications will be kept on file for a minimum of one year. However, past applicants wishing to reapply for a position with the GET Programme must submit a new application for each voyage.
- All applicants, including those applying to teach Spanish, should submit applications written in English (with the exception of their Spanish-language lesson plans). Should the applicant desire, documents such as cover letters and self-organised event proposals may also be submitted in Spanish. All other communication (e.g. emails, telephone calls, etc.) should be conducted in English.
- Emailed applications must consolidate all documents into a single PDF file.

**4. Submission Contact Information**

Please send all email inquiries or submissions to:

[getprogramme@peaceboat.gr.jp](mailto:getprogramme@peaceboat.gr.jp)

Please send all postal submissions to:

GET Language Teacher Coordinator

GET Universal Co. Ltd.

1-32-13-4F Takadanobaba, Shinjuku-ku, Tokyo, 169-0075, JAPAN

TEL: +81 (0) 3-5287-3192

FAX: +81 (0) 3-5287-3193

**GET****Applicant Personal Data Form***Please detach this form from this document and submit it as the first page of your application.*

<b>Voyage of application:</b> _____	Applying to Teach: <input type="checkbox"/> English <input type="checkbox"/> Spanish	
<b>Name</b> <i>(as it appears on your passport)</i>		
	Surname	Given name(s)
<b>Preferred name</b>		
<b>Gender</b>		
<b>Nationality</b>		
<b>Date of birth</b> <i>(DD/MM/YY)</i>		
<b>Current address</b>		
<b>Phone number</b>	<input type="checkbox"/> Home <input type="checkbox"/> Cell	
<b>Skype ID</b>		
<b>Permanent address</b> <i>(if different from current address)</i>		
<b>Total full-time language teaching experience</b> <i>(by application deadline)</i>	Language: Year(s) _____ Month(s) _____	Language: Year(s) _____ Month(s) _____
<b>Teaching certification</b>	<input type="checkbox"/> Yes If yes, what type: _____ <input type="checkbox"/> No	
<b>Computer proficiency</b>	<input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
<b>Spoken language ability</b> <i>(language and level)</i>	Language: Level:	Language: Level:
<b>Self-intro and model lesson video URLs:</b>		
<b>Two professional references</b> <i>(please include full names/emails)</i>		
<b>Have you previously applied to the GET Programme?</b> <i>(please list voyage numbers)</i>		
<b>How did you hear about the GET Programme?</b> <i>(please be as specific as possible)</i>		