

Job Description	Requirements	Minimum Length of Time	How Many Positions Available	Date Available
Education Reinforcement Center				
Teacher's Assistant - Assist teachers in all daily activities within and outside the classroom. Tasks include helping children with homework, homework reinforcement, assisting during English class, and extra-curricular activities.	Intermediate/Advanced Spanish, patience, creativity, energy, proactivity, strong inter-personal skills. Prior experience working with children preferred. No teaching experience required.	5 weeks	Varies on a weekly basis- please ask for more information on availability.	Immediate
Sign Language Tutor (Spanish) - Help a 10 year old girl learn sign language, and with her integration into daily activities within and outside the classroom.	Spanish Sign Language skills, Intermediate Spanish, patience, creativity, energy, proactivity, strong inter-personal skills. Prior experience working with children preferred.	Varies	1	Immediate
Assistant Volunteer Coordinator - Assist Volunteer Coordinator with administrative tasks and support volunteers in their placements.	Intermediate/Advanced Spanish, good organizational skills, good inter-personal skills, good computer literacy and knowledge of Word and Excel in particular.	6 months	1	TBD
Kitchen Assistant - Help prepare 600 meals a day and help provide the children this basic need they need to succeed!	Basic Spanish preferred.	Varies	Varies	Immediate
Computer Lab Assistant - Assist in teaching and monitoring computer classes with children of all different ages. Help children do their homework on the computer.	Intermediate Spanish. Good knowledge of computers, fluent in MS programs.	5 weeks	1	Immediate
Library Aide - Organize and catalogue books, review condition of books, lead reading-oriented activities with kids, distribute materials to classrooms, help with monthly children's newspaper.	Intermediate Spanish, good organizational skills, love for books and reading.	2 months	2	TBD
Sports Assistant - Help motivate and coach children, using sports as an educational tool to promote cooperation, conflict resolution and leadership in a variety of activities including lacrosse, soccer, basketball and more!	Experience in coaching and/or P.E., high energy, good organizational and inter-personal skills, good discipline. Intermediate/Advanced Spanish required.	3 months	Varies	Immediate
Assistant to Creative Non-Violence Education Project and Counseling Program - Assist in our non-violence program by helping develop and facilitate support groups for adolescents, focusing on the following themes such as gang and violence prevention, assisting support group for small children focusing on anger and impulse management, sexual abuse prevention and self-esteem/empowerment, and help with the Values Program.	Advanced Spanish, Experience working with at-risk youth, especially teenagers. Experience and/or education in counseling, social work, experience/education in conflict mediation and non-violence education preferred. Experience and willingness to work with alternative and creative techniques, Energy, creativity and dedication to positive social change indispensable.	6 months (flexible)- Long-term stipend may be available.	Varies	Immediate
Art Teacher - Teach daily art classes in the Reinforcement Center covering drawing, painting, sculpture, etc. Classes with younger students reinforce lessons from our peace and values education program. Older students participate in small group classes teaching visual art techniques. Opportunity to work one on one with students who demonstrate an interest in art and are in need of extra attention.	Intermediate/Advanced Spanish, Good disciplinary and organizational skills, art experience required.	6 months - stipend available	1	Immediate
Music teacher - Teach daily music classes in the Reinforcement Center covering music and movement for younger students and small group or one on one guitar and piano classes for older students.	Intermediate/Advanced Spanish, Good disciplinary and organizational skills, experience playing at least one instrument required (Guitar required)	6 months - stipend available	1	July, 2010
Theater teacher - Teach daily theater classes in the Reinforcement Center including improvisation and different theater techniques. Organizing plays and presentations throughout the year. Optional part-time.	Intermediate/Advanced Spanish, Good disciplinary and organizational skills, theater experience required.	6 months - stipend available	1	January, 2011
Health Educator - Enter each classroom to teach bi-monthly sessions on basic health and hygiene, sexual health, and violence prevention to children ages 6-18 and parents involved in the Adult Literacy Program. Act as a confidential resource for basic health information for children and parents.	Advanced Spanish, basic knowledge of biology and health, ability to problem solve, willingness to ask for help and utilize community resources when needed. Must be personable, non-judgmental, and have a strong value on confidentiality. Must be comfortable talking with men and women of all ages about personal subjects including drug use, violence, and sexual health. Public health experience is ideal but not required.	3 months	1	Immediate

Total Number of Reinforcement Center Positions = 30

Job Description	Requirements	Minimum Length of Time	How Many Positions Available	Date Available
Adult Literacy Program				
Women's Literacy Program Volunteer - Assist in tutoring reading, writing, math and computer skills to mothers of Safe Passage's Adult Literacy Program.	Advanced Spanish, patience, strong interpersonal skills, proactive, experience in education preferred.	3 months (flexible)	2	Immediate
Entrepreneurship Volunteer - Help create economic opportunities for Safe Passage families by coordinating the Adult Literacy's entrepreneurship program! Responsibilities include managing the recycled jewelry project CREAMOS that is made up of approximately 30 mothers, and assisting in the organization and implementation of business, leadership and self esteem trainings for the students.	Advanced Spanish, highly organized, detail oriented with strong business, communication and leadership skills. Previous experience in development preferred.	6 months. Stipend available for long term commitment.	1	Immediate
Men's Literacy Program Volunteer - Assist in teaching primary school literacy, math, science, and computer classes, one-on-one tutoring, with curriculum and assessment development. Can be combined with another position. Teaching is from 5 to 7pm after program hours.	Advanced Spanish, patience, strong interpersonal skills, experience in education preferred. Need to be able to work some nights and weekends.	3 months (flexible)	2	Immediate

Total Number of Adult Literacy Positions = 5

Guarderia / Early Education Center				
Guarderia/Nursery Site Coordinator - In charge of coordinating the volunteers in the Guarderia. Tasks include volunteer training, placement, administrative work, conflict resolution and support for the volunteers. Will be combined with Teacher's Assistant position.	Advanced-Intermediate level of Spanish required, strong interpersonal skills, highly organized, able to multi-task, ability to work in multi-cultural environment, management experience preferred.	3 months- Stipend available for longer term commitment	1	Ene-10
Guarderia/Nursery Teacher's Assistant - Assist in classrooms, hygiene (brushing teeth, showering, etc.), playing with children, helping teachers with creative ideas, cleaning, helping get meals for the children, helping supervise the children in the classroom and playground.	Intermediate Spanish, patience, creativity, strong inter-personal skills. No teaching experience required. Experience or education in early childhood development preferred.	5 weeks	Varies on a weekly basis- please ask for more information on availability	Immediate
Music and Movement Teacher - Plan and organize daily classes for children one to six that involve singing songs, finger plays, action games, cooperative games, movement activities such as baby yoga etc.	Advanced-Intermediate level of Spanish required, highly organized, able to multi-task, experience or passion for music and movement for children ages 1 through 6, high energy, positivity, flexibility.	3 months minimum. Stipend available for longer term commitment.	1	Immediate

Total Number of Guarderia Positions = 10

Operations Department				
Special Skills Volunteers - There are often special positions and projects that need to be worked on. For example, we need a gardener and a maintenance worker.	Basic Spanish preferred	Varies	Varies	Immediate
Bodega (Warehouse) Assistant - Help keep inventory and maintain database system in our warehouse situated next to the Early Childhood Center.	Intermediate Spanish	Varies	1	Immediate

Total Number of Operations Department Positions = 3

English Program				
English Teacher - Responsible for teaching daily English lessons to a variety of age groups from 5 - 18 years old and staff (Beginner level), assisting in Lunch Time English Activities, and non-English extracurricular program support twice a week (i.e.: music, art, sports, theatre). Responsible for planning own daily lessons.	ESL/TESOL/TEFL certification and/or prior teaching experience preferred. Intermediate level Spanish preferred	6 months with stipend	5	June, 2010
Staff Teacher - Responsible for planning and teaching English lessons to staff members in our Guarderia (pre-school). This position is part-time, two afternoons a week. This position is a part-time position to be combined with a regular English-teaching position.	ESL/TESOL/TEFL certification and/or prior teaching experience preferred. Intermediate level Spanish	6 months	1	June, 2010

Total Number of English Positions = 6

Public Relations/Development				
Videographer/Photographer - Create videos and take photographs of all areas of the progra as needed for publications, donors, website, internal use, etc.	Experienced in photography, videography, and computer editing software. Intermediate Spanish skills preferred.	3 months	1	Immediate

Updated April 2010

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Total Number of Positions = 1

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Antigua Office				
Database Assistant - Help maintain and keep up with database entries in our Antigua office.	Very good computer skills, experience and knowledge of database systems, Intermediate Spanish preferred, patience and flexibility.	3 months (flexible)	1	Immediate

Total Number of Positions =56

**Note: Certain long-term volunteers may qualify for a housing stipend. Stipends are very limited and are provided based on length of stay, position, qualifications and availability. For more information on these positions or for any questions, please contact your Volunteer Coordinator at volunteers@safepassage.org!*

Administration and Staff (with stipend or salary)				
Volunteer Coordinator - Responsible for all volunteers including coordinating arrival, placement and training of new volunteers, conflict resolution, supporting and mentoring volunteers during their stay, encouraging and nurturing relationship among volunteers, teachers, and staff, and administrative tasks such as weekly meetings with volunteers, and other departments to ensure proper communication.	Organized, excellent interpersonal skills, advanced level of Spanish and English, good computer skills, experience working in multi-cultural environment, good knowledge of Guatemala culture and history, management experience preferred.	1 Year	1	TBD
Support Teams Coordinator - Plan, organize, and guide trips and tours for groups of 8-12 people who are week-long volunteers.	Organized, ability to work in multi-cultural environment, good interpersonal skills, high level of Spanish and basic computer skills.	1 Year	2	TBD
English Department Coordinator - Responsible for making the English class schedule, training new teachers, conducting weekly informative meetings, maintaining working relationship between the English Program and the rest of the Camino Seguro staff, ordering materials, recruiting new English teachers, correspond with our Curriculum Consultant as far as growth of the program, and teach English part-time.	Organized, good interpersonal skills, able to multi-task. ESL/TESOL/TEFL certification and/or prior teaching experience preferred. Education and/or management experience desirable, Intermediate/Advanced level Spanish.	1 Year	1	Immediate
Art Program Coordinator - Maintain schedule for art, music and theater classes, communicate with volunteers, staff, and organize special workshops with visiting artists. Fundraise and develop program, plan exhibitions and events. Run Saturday art clubs and help teach daily art classes if needed.	Organized, excellent interpersonal skills, advanced level of Spanish and English, able to multi-task, good computer skills, experience working in multi-cultural environment, experience in the arts, management experience preferred.	1 Year	1	TBD
Adult Literacy Program Manager - Responsible for managing the Adult Literacy program, staff, and volunteers, including literacy courses and activities for men and women (separate), promoting and facilitating CREAMOS (women's cooperative), maintaining communication with Safe Passage staff and directors, and completing regular administrative tasks.	Organized, excellent interpersonal skills, flexible, patient, able to multi-task, fluent in Spanish and English, good computer skills, experience working in international/community development with adult learners preferred.	1 year	1	November, 2010