

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, possibly train staff.	Spanish Sign Language skills, Intermediate Spanish, patience, creativity, energy, proactivity, strong inter-personal skills. Prior experience working with children preferred.	Varies	1	Immediate
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
Librarian/Reading Promoter - Organize and catalogue books, lead reading activities with kids that inspire a love of reading for pleasure, lead activities that use the written word to promote self-expression.	Advanced Spanish, love for books and reading, flexibility and creativity, experience leading reading activities preferred.	6 months-housing allowance available	1	Immediate
Assistant Library Aide - assist in organization of the library, including reading-oriented activities.	Intermediate Spanish, love for books and reading	3 months	1	Immediate
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, swimming 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
Tutor - work with individual students to improve basic math skills.	Advanced level of Spanish, comfort teaching math and managing a groups of 1-3 students	6 months-housing allowance available	2	January 2012
Health Educator - Enter each classroom to teach weekly sessions on basic health and hygiene, sexual health, and violence prevention to children ages 2-18 and parents involved in the Adult Literacy Program. Prepare creative and engaging lesson plans for health classes. Act as a confidential resource for basic health information for children and parents.	Advanced Spanish; basic knowledge of biology, medicine, and public 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. Experience in education, particularly health education preferred.	6 months- housing allowance available	1	TBD

Adult Literacy Program

Job Description	Requirements	Minimum Length of Time	How Many Positions Available	Date Available
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 inter-personal 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-housing allowance available	1	June 2012
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 inter-personal skills, experience in education preferred. Need to be able to work some nights and weekends.	3 months (flexible)	2	Immediate

Guarderia / Early Education Center

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
English Teacher - Responsible for teaching daily English lessons to children ages 2-7 years old and staff (Beginner level). Responsible for planning own daily lessons.	Intermediate Spanish, patience, creativity, strong inter-personal skills, ability to multi-task, high energy, positivity, flexibility. ESL teaching experience preferred. Experience or education in early childhood development preferred.	6 months with housing allowance	1	TBD
Music and Movement Teacher - Plan and organize daily classes for children 2-7 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 (flexible)	1	Immediate

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.	Basic Spanish preferred	Varies	1	Immediate

English Program

English Teacher - Responsible for leading five 30-minute English classes each day and 2 classes of Adult Learners each week. Collaborate with other English teachers to develop creative lesson plans that follow and improve on the English Program curriculum. Support Guatemalan staff through English tutoring.	Past professional experience working with at-risk-youth. Must have enthusiasm and a desire to work as part of an English teaching team. Prior classroom experience and intermediate level Spanish preferred.	6 months with housing allowance	4	March 2012
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Creative Expression Program				
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 - housing allowance available	1	May 2012
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 - housing allowance available	1	March 2012
Art Volunteer - Assistant with daily art classes in the Reinforcement Center. 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 preferred	2 months	1	Immediate
Public Relations/Development				
Videographer/Photographer - Create videos and take photographs of all areas of the program 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
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 with housing allowance	2	January 2012
Administration and Staff (with housing allowance 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	January 2012
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	May 2012

Updated Sept 2011

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<p>Creative Expression 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.</p>	<p>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.</p>	<p>1 year</p>	<p>1</p>	<p>February 2012</p>
<p>Tutoring Program Coordinator - Oversee all tutoring activities in the CRE, including supervising short term and long term volunteers, coordinating schedules with other departments, evaluating and selecting students, and working individually with students on basic math skills.</p>	<p>Advanced level of Spanish, able to work effectively on a multi-cultural team, flexible, creative and problem-solving skills, comfort teaching basic math skills, able to manage a class of 1-3 student, supervisory experience preferred.</p>	<p>1 year</p>	<p>1</p>	<p>December 2012</p>
<p>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.</p>	<p>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.</p>	<p>1 year</p>	<p>1</p>	<p>December 2012</p>