

Volunteer Work Description: High School ESL Teacher

Volunteer Title High School ESL Teacher

Location: Camino Seguro, Guatemala City, Guatemala.

Start Date: First or Third Monday of the month.

Direct Manager: This role will sit under the English department lead, Sarah de Lemus, the director of *Oportunidades*, Mario Chamorro.

Volunteer Purpose: This role has been created for an ESL-trained volunteer who would like to join us for a minimum of three months teaching our 16 and 17 year olds (sometimes older) English as a second language through a business English curriculum. They will be part of the *Oportunidades* team which is an out of school program supporting students further their education through homework support and reinforcement classes in English and computing.

Volunteer Duties and Responsibilities: The following are an idea of the principal responsibilities of the role however, other things may be added as the role develops:

1. Teach all high school (*Oportunidades* program) students Business English using the Oxford University Press Business Result programme and following the school curriculum. The groups are split into sections, during the week, each section (four in total) will receive one to three classes per week, a total of 19 classes per week. Our weekend class will receive one class period on a Saturday morning.
2. Teach the *transition* program during November for those joining high school the following year, this will be an adaptation program, preparing the students for high school.
3. Keep a record of student attendance and progress throughout the volunteer period sharing records with the directors.
4. Support the *Oportunidades* team with activities and events outside of the ESL classroom and get involved with the school's culture and environment.
5. Report weekly to the English department lead to review lesson plans and activities included in the program for the following week.

Our promise to you: We pledge to provide the following elements to the program to ensure its success:

1. A safe, secure, supportive working environment allowing you to feel accountable for your work whilst supported by the team;
2. Access to our onsite health clinic for any health issues; all contact with the clinic remains confidential;
3. Support from the department head to allow you to complete your task;
4. 24/7 support from our volunteer coordinator onsite and when in your homestay;
5. Support from the director of volunteering onsite;
6. An opportunity to test your skills and knowledge and gain experience and knowledge in a professional work environment;
7. An opportunity to be a role model for the children;
8. An opportunity to make a lasting difference to the community;
9. A place to meet like-minded individuals and make life-long friends;
10. A work reference to take home with you written and signed by the director of volunteering;
11. An opportunity to be awarded the President's Volunteer Service Award (US citizens only) for your hard work and dedication - awarded on completion of contract period.

Required Qualifications:

1. A qualification:
 - a. Related to teaching high school.
 - b. Related to teaching ESL for example TEFL or CELTA.

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OR

- c. At least two years' experience leading a high school classroom with a structured curriculum.
2. Working knowledge of a high school ESL curriculum and comfortable following a structured classroom environment.
3. Native level English and intermediate level Spanish.
4. Willing to commit to a three-month volunteer period working Monday to Saturday.

Extra Beneficial Skills:

1. Experience working in Latin America.
2. A flexible, open-minded attitude to teaching.

Working Conditions

You will be working onsite in our high school area, as the students prepare for their future work environment, I would like you to create a professional working space to give classes. You will be working as part of the *Oportunidades* team which works primarily in Spanish but you must teach fully in English. Please be aware you are working independently and should be prepared for this. The space is large and you have a dedicated English classroom and library area to use with the students.

These students often miss classes because they have other commitments at home and will also have to earn a living on the side. This can make teaching these grades slow and frustrating as classes are missed, repeated and lost. This is a side effect of working with this group of students and in this environment and you must be prepared for this, you cannot take your frustration out on the students.

You will be working in Zone 3 of Guatemala City, this is an insecure zone of the city and you will be required to follow strict safety rules that will be explained to you when you start work; these rules are mandatory. This may include rules related to Covid-19 including mask use and social distancing, we follow national law and these rules **must** be adhered to.

Due to the nature of our work, the community is incredibly poor. Working in this environment can take a toll on your mental health, please ensure that you are prepared for this and are willing to talk to Safe Passage about it if you need to. The school and Safe Passage offices have a very high level of cleanliness however, it is based next to a landfill site so the community can be dirty and the air quality is lower than you might be used to.

Guatemala is a truly fascinating country full of history, culture, traditions and places to explore. However, one of the most frustrating things is that safe places to live often come with a long commute to work because they are popular. For that reason, please understand and prepare yourself for traffic problems as we safely bring you to and from work from your host family. On a good day, it will be a two hour round trip, on a bad day it could be three or four hours so please bring things to keep yourself entertained and try on to let it get to you.

You can find more information about being a volunteer in our volunteer handbook as well as on social media. I'd encourage you to look out for our live videos, we recently did a Facebook live from the *Oportunidades* department which you can watch [here](#).

How to apply:

If this volunteering position interests you, please read our Volunteer Handbook before sending your resume and a letter of introduction to volunteers@safepassage.org.