

**Volunteer Role Description:  
Teacher Aid for Preschool and Elementary Grades One and Two**

**Volunteer Title:** Teacher Aid for Preschool and Elementary Grades One and Two

**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 preschool, Maria José Revolorio and the director of elementary School, Elizabeth Franke.

**Volunteer Purpose:** This role has been created for an ESL-trained volunteer who would like to join us for a minimum of three months as a support teacher for our preschoolers, 1st and 2nd graders. This is an opportunity to work alongside our locally trained ESL teacher working in large classrooms to support them teaching the curriculum. You will be asked to work alongside them whilst teaching the grammar and reading classes and take lead when teaching the conversation classes; it is likely you will work closely with those students struggling in class. This is an opportunity for you to bring your creativity and ideas and help develop something that will have a lasting impact on the school and community.

**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. Proactively assist the local ESL teacher to teach preschool grades Parvulos 1, 2 and 3 and elementary grades one and two, working with small groups and individuals to support the learning in the classroom.
2. Assist the teacher to prepare lesson plans, materials for class and the classroom ready for the students.
3. Take the lead teaching ESL conversation classes to elementary grades one and two, lesson planning following a curriculum and leading the classes, keeping the lead teacher informed at all times.
4. Work alongside the other preschool and elementary teachers working as a team and involving yourself in school events and activities.
5. Be a role model for the students as they navigate their school time.

**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.

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**Required Qualifications:**

1. A qualification:
  - a. Related to teaching in preschool or elementary.
  - b. Related to teaching English or ESL to young learners (for example TEYL)
- OR
- c. At least two years' experience working in a preschool or elementary classroom with a structured curriculum.
2. Intermediate level Spanish.
3. Willing to commit to a minimum of three-month volunteer period working Monday to Friday.

**Extra Beneficial Skills:**

1. Working knowledge of preschool curriculum, creating it or creating plans from a preschool curriculum.
2. Experience working with expeditionary learning.
3. Experience working in Latin America.

**Working Conditions:**

You will be working onsite in our preschool with children aged three to six and our elementary school grades one and two, working alongside Yeni. Yeni will be onsite with you all the time as will the other preschool and elementary teachers, the director of the school and other staff. The space is small but well planned out with good size classrooms and lots of outdoor space; it's a lovely place to work.

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 will 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 took a tour of our preschool with the executive director Trae Holland that you can watch [here](#) and the elementary and middle school [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](mailto:volunteers@safepassage.org).