



**Centro de Atención Integral Para Personas con
Discapacidad
Enseñame a Volar**

Internship: Special Educator

EntreMundos is a non-governmental organization that Works with local projects and organizations in Guatemala to increase their institutional capacities.

The internship program places qualified people with organizations with specific needs, ensuring that both parties can benefit the most from their experiences together.

Description of the participating organization:

Enseñame a Volar (Teach me how to fly) is a non-profit organization, dedicated to the independence of the population with disabilities, we work based on a model of comprehensive care, which includes functional rehabilitation services and ecological models of education, in order to maximize the capacities and skills to train competent people in society and in this way sensitize the population to provide spaces for educational and labor inclusion.

Job Description:

Elaboration of individualized plans, adapting the content of the curricular subjects and the way of imparting them; the writing of evaluation reports and the record of the child's evolution.

Work in close collaboration with families and guardians, to whom they offer advice and guidance. Also attend meetings with other educators and specialists from public entities. They also take care of administrative tasks, such as keeping track of the students' progress.

FUNCTIONS, ACTIVITIES AND/OR TASKS

The specialist in this area must perform the following activities:



- Identifies the psychological characteristics of the Child and the demands for information/training presented by the families or legal guardians. Communicate and interact in an effective, empathetic, friendly and respectful manner with the minor assigned to carry out the educational and assistance interventions proposed in the activities of the teaching or programming units.
- Program and evaluate the educational processes and special attention to the children that require it, meaning, establish the intervention program and obtain information from the minor and their environment, with the objective of developing the intervention program and prepare, direct and evaluate the activities aimed at collaboration with families.
- Supports activities aimed at developing the child's autonomy habits and attentive to basic needs, supervising spaces and activity materials according to current legislation.
- Acts in situations of conflict related to the development of autonomy capacities and carried out activities to attend to the basic needs of the child, following, where appropriate, the guidelines received from the competent professionals.
- Prepares, develops and evaluates formal and non-formal educational projects, both in terms of teaching materials and activity spaces according to the established program.
- Design activities aimed at collaboration with families or legal guardians, to the satisfaction of basic needs, the formation of habits, the development of autonomy capacity and the cognitive, motor and socio-emotional capacities of children with special need.
- Any other activity where the manager requires support.

Responsibilities will be adapted to the intern and will include but are not limited to:

- Support in fundraising activities.

The requirements (Including level of Spanish):

Psychology or special education student (Preferably in recent years)

One year of experience in working with NGO's and community work

Experience in working with people with disabilities

Level of Spanish 75%

Good interpersonal relationships

Service

Extroverted

Centro de Atención Integral
Para Personas con Discapacidad



Proactive
Responsible
Handling office packages

The experience and preferred skills:

Methodology of work of people with disabilities.

Benefits offered to interns:

We are interested in people interested in being able to work 1 to 3 months or more.

Costs and Help:

The Internship Program requires a donation of US\$ 100.00 per month (US\$ 300.00 for 3 months), which will be shared evenly between the host organization and EntreMundos.

This includes the internship placement, pre-departure contact support, a pre-departure information package about Guatemala, contact support while in Guatemala, training, support and evaluations by the internship supervisor and a certificate of completion. Additionally, we will strive to fulfill any bureaucratic functions we can taking into account our capacities as a small and non-profit NGO.

This fee does not include your flights, health/travel insurance and medical expenses, or living costs while here in Guatemala. Basic living expenses in Quetzaltenango cost about US\$ 300.00 per month, including housing and food.

Additional Costs: Each intern is responsible for their own room and board in Xela, transportation costs when using public transportation. Public buses charge around Q1- Q4.00 (0.50USD).

How to apply for the position:

Send an email to volunteering@entremundos.org. Please include the application form, a cover letter written in Spanish and your CV. If the host organization feels you are potential candidate, our volunteer Programs Coordinator will then contact you and arrange an interview.