

## **Aprender Nicaragua Coordinator 2012 job description:**

### **The short form**

We are looking for a program coordinator to contribute 4 hours per day who can keep our library running effectively and efficiently and who can monitor and maintain the educational objectives of our foundation. The program co-coordinator needs to focus on the planning, implementation and assessment of short and long term goals and maintain communication with the program staff and directors. In addition to financial and fundraising responsibilities, the program director will act as Aprender's representative - both with the public (online and visitors coming to town) and within the immediate Nicaragua community of Las Salinas. In the short term, the coordinator will be responsible for volunteers, but it is our hope to find a volunteer coordinator to assume those tasks.

The job is organized into 4 major areas:

#### **I Administrative responsibilities at Aprender and the Library**

This includes the on-going responsibilities relating to financial administration, running the library, planning and fundraising.

#### **II Responsibilities as Aprender's Representative within the Las Salinas Community**

#### **III Responsibilities as the representative of Aprender to the public**

#### **IV Responsibilities vis-a-vis volunteers**

A more complete job listing is as follows.

#### **I: Administrative Responsibilities of Aprender and the Library**

##### **A. On-going: weekly, monthly, bi annually**

- Financial responsibilities;
  - Maintain an organized account of library expenses.
  - Once a month, give the librarian bus money to distribute to the sponsored students who need it.
  - Make payments to the library once a month.
  - Monthly purchases of the necessary materials for the library.

- Coordinate with the students' mothers the purchase of educational materials for sponsored students: twice a year; in January and July.
- Library duties
  - Keep the Library working properly: includes general oversight, analysis, and assessment of systems/programs already in place; recommendations for improvements; implementation of new systems/programs; organizing and monitoring volunteer teachers, etc.
  - Ensure that the monthly count of the library books is correct. Investigate and implement a new way of managing and systematizing the loan of books and sports equipment.
  - Meet with the librarians, after reading the Library Journal once a week. Receive their reports, listen and make suggestions.
  - Follow up on projects that the library started, e.g. the Women's Cooperative, Course of Pastry, etc.
  - Meet with the President of the Group of Mothers once a month.
  - Keep track of all the information of classes and projects with photos for the newsletters. Insure that the Project Notebook is up to date with all the necessary information.
  - Serve as a resource for employed staff in computational and English skills; assist staff in dealing with volunteers and resolving conflicts or problems
  - Keep a daily personal journal to report everything important that happened in the week, all meetings convened and attended, decisions made, problems encountered and possible solutions.
  - Write a monthly Aprender (and Library) newsletter and send it by email to the Directors.
  - Provide constructive criticism to improve the productivity of staff and volunteers and identify areas that need improvement
  - Meet bi-monthly with the Directors personally.

## B. Planning

- Develop a detailed Action plan of short-term goals, identify necessary resources to accomplish them and project the sustainability of short- and long-term goals.
- Think creatively and constructively about ways to overcome challenges beyond our control and those which are within our control

- Develop strategies and programs that promote the growth of Aprender for the benefit of the community, especially children, adolescents and adult women.

### C. Fundraising

- Create events and innovative ways to raise funds to cover the costs of the Library and the activities undertaken, including developing a subscription plan for local businesses and visitors who wish to help.
- Organize a fundraiser to create an Emergency Fund to pay for the ambulance service in case of an accident during sports workshops
  - Identify appropriate grant sources and initiate grant applications.

## **II Responsibilities as Aprender's Representative within the Las Salinas Community**

- Identify children and teens outside the formal education system and integrate them into learning activities
- Meet with school students who have learning problems or poor grades, disciplinary problems or family issues. Assess the situation and meet with mothers if necessary and try to find a solution.
- Meet, listen and communicate with the mothers of the sponsored students every three months.
  - Coordinate with the president of the group of mothers in the library: Leticia, cleaning of the library, art room and green area. Organize activities with the group of mothers who promote parent participation in library. Find ways to encourage parents to interact with the library and help with work, not money.
- Attend school events as a representative of the Library and Aprender
  - Meet with the Principal of the School when needed
  - Stay informed through reports delivered or school academic quarterly reports on the progress and performance of sponsored students, informing parents in the meetings.
  - Undertake a needs assessment of the community and propose new programs and workshops to fulfill those needs
  - Maintain active communication with the Council of Elders, School, Police, Centro de Salud and Club Limpio.

### **III Responsibilities as the representative of Aprender to the public**

- Attend meetings with other foundations working in Las Salinas, who want to partner with Aprender and the Library.
- Establish relationships with other like-minded NGOs working in the area
- Promote Aprender Nicaragua online and maintain active social networking (website and facebook)
- Communicate and respond to email from donors and keep them informed quarterly about the activities of Aprender through via the newsletter.
- Communicate with visitors who wish to know more about Aprender activities.
- Keep a list of visitors updated with correct email to send them the Newsletter.
- Act as a liaison with local businesses to provide information and awareness of Aprender Nicaragua; Prepare and distribute informational flyers in the community.
- Maintain on-going communication within the community to develop resources and ideas for the program.

### **IV Responsibilities vis-a-vis volunteers**

- Temporarily act as a volunteer coordinator and search for a full time volunteer coordinator
- 
- Volunteer Coordination
  - Insure that classes held outside of the library classes are conducted properly, e.g. swimming, soccer and surfing, making sure each child leaves and returns with the same adult volunteer. Ensure that all mothers have signed an authorization for their child's activities go beyond the library
  - Meet with people who want to teach in the library, interview them and organize lessons; post upcoming classes in the library and in the school

- Maintenance and Management of Volunteer Program, Volunteer Database
  - Prepare and maintain records and reports on volunteer involvement, including volunteer hours in a database
  - Maintain lists of program expenses, recruitment sources, and other related activities

### **Required Qualifications:**

- Bilingual Spanish/English required.
- High school diploma or its equivalent (GED).
- Prefer (but not required) work experience in volunteer coordination or administration, public relations, or fund raising; or in a community or service organization, or social service agency.
- Experience or training using Mac computers with proficiency using Microsoft Office software.
- Keyboarding skills.
- Can contribute 4 hours per day.

Other requirements:

- Appointment conditional upon successful completion of a criminal background check.
- Ability to establish rapport and work effectively with a variety of people.
- Excellent oral and written communication skills.
- Exceptional attention to detail and ability to manage multiple projects.
- Excellent organizational skills.
- Must have a positive attitude when working with volunteers and staff as well as when representing the organization in the community.

### **Benefits of the Program:**

Security: 7 years of experience, knowledge of the community, their people and needs, credibility, daily mentoring, stable environment.

Training and monitoring from the Directors of Fundación Aprender with over 7 years of results and experience.

Fun, Active Leisure, Yoga, Spanish Classes.

Access to Volcanic Natural Hot Springs.

Situated minutes from the best surf spot of Nicaragua with world-class waves.

Free Time for tourism

The possibility of actively participate in the planning of programs, activities and projects.

Housing: Fundación Aprender will manage the home stay program at an affordable price for the volunteer. Home Stay is a great way to immerse yourself in the Nicaraguan culture, in a stable and safe environment. Living with a Nicaraguan Family in Las Salinas costs US\$ 325 per month which includes: Three traditional meals per day, purified water, laundry service, private room with a bed, mosquito net, a fan and a shared bathroom, this costs also includes a US\$ 25 donation towards Aprender's programs. There is an option for rental houses starting at US\$ 400 per month and does not include food, but it is possible to share with another volunteer.