



## **Asociación Pop Wuj – Family Support Center Coordinator**

*(Revised July 2018)*

The intern's primary activities will be to coordinate the Family Support Center (Centro de Apoyo Familiar) funded and administered by the Asociación Pop Wuj. Pop Wuj's other projects include the Scholarship Program, the Safe Stove Project, the Recycling Project, the Reforestation Program, the Pop Wuj Clinic, and the Nutrition Program, all of which serve (or have served) FSC participant families as well. This internship is full time (requiring 40 hours per week) and requires a three-month minimum commitment.

The Asociación Pop Wuj runs the Centro de Estudios de Español Pop Wuj, or Pop Wuj Spanish School, a nonprofit that directs all proceeds to its community development work. The projects are also funded in part by donations via Foundation Todos Juntos and a partnership with Timmy Global Health.

### **Overview of the Family Support Center / Centro de Apoyo Familiar**

The FSC is a daycare and after-school program serving approximately 30 children, ages 3 to 16. The FSC is located in Llanos del Pinal, a rural community near Xela. Most of the children come from single-parent households in which the mother is working to support the family. In some cases the fathers have abandoned their families for other countries or parts of Guatemala; other mothers are widows. Many of the families have experienced domestic violence and alcoholism. The FSC not only provides childcare and academic enrichment for participants but also supports families with problems at home. Carmen de Alvarado, Director of Social Projects at Pop Wuj, meets monthly with members of participating families to check in and to discuss various educational, public health, and social issues.

While the younger children spend all day at the FSC, most participants attend school in the morning and arrive at the FSC in the early afternoon. Many of the school-age children also receive scholarships through the Pop Wuj Scholarship Program either to defray public school costs or pay for private school tuition. In the afternoon everyone eats a hot, nutritious lunch, and then the children complete their homework and enjoy various extracurricular activities. Occasionally we hold special events such as group birthday parties or holiday celebrations. The FSC has five full- and part-time staff members. Additionally, Pop Wuj offers its Spanish school students the opportunities to visit the FSC each Thursday afternoon and to go for additional volunteering in their free time. Volunteers play with the children, help with homework, read stories, or lead their own activities.

### **Responsibilities**

- Work closely with Pop Wuj's Director of Social Projects, Carmen de Alvarado to coordinate and manage activities at the Family Support Center, including daily activities, field trips, and special events.
- Travel with Carmen and/or other staff to the communities served by Pop Wuj, depending on the weekly schedule of activities. The intern will also travel and work independently.
- Collaborate and communicate effectively with FSC staff, Pop Wuj's Student Coordinator, and fellow Pop Wuj volunteers to create a safe, educational environment for the children.
- Take initiative in planning and leading activities at the FSC.
- Help identify concerns (e.g. a child never completing homework) and partner with FSC staff to develop solutions.
- Recruit and orient new volunteers.

- Serve as a liaison between the FSC and Pop Wuj’s language school students, which includes attending the weekly Monday morning meeting and Thursday evening dinner.
- Take photos and videos of FSC activities.
- Produce content (in English) for Pop Wuj’s blog ([proyectospopwuj.blogspot.com](http://proyectospopwuj.blogspot.com)).
- Research and write status reports as needed for the Foundation Todos Juntos biannual newsletter (*Solidaridad*), quarterly FTJ updates, etc.
- Update and maintain Pop Wuj’s project database and Google Drive.
- Create and post Pop Wuj’s weekly schedule of project activities.
- Assist in coordinating special activities in the projects when Pop Wuj hosts groups of volunteers.
- Translate cultural competency courses, medical conferences, and other meetings/presentations as needed.
- Organize benefits and special events as needed.
- Participate in Pop Wuj’s cultural competency lectures at the beginning of the internship.

### Requirements

- Intermediate Spanish
- Experience working with children (preferred)
- Strong organizational skills
- Strong written and verbal communication skills
- Ability to work as part of a team
- Basic familiarity with computers and social media
- Willingness to learn about and respect the Guatemalan culture
- A lot of energy!

Please note that an intern’s Spanish level heavily dictates the work they’ll be able to do in the projects. The more advanced the Spanish, the more an intern can participate actively in activities, meetings, translation, presentations, etc.

The hours of the FSC are 9 a.m. to 5 p.m., but the intern will adjust their schedule to allow for meetings, preparation for upcoming events and activities, the writing blogs and project summaries, and other tasks as needed. Because most children attend the FSC only in the afternoon, mornings are ideal for other work.

The internship can be completed at any time during the year. However, from mid-December to mid- or late January, the FSC is closed except for special events (including the annual Christmas party) on select Thursdays. Planning and preparation takes place in January before the FSC reopens for the new year. The Asociación Pop Wuj is willing to extend the internship should the intern succeed during the first three months and have interest in continuing. The Asociación Pop Wuj also offers other internship opportunities should the intern be interested in all the projects or in another specific area.

### Supervision

Director of Social Projects Carmen de Alvarado will supervise the intern. The full team of volunteers and Social Work Spanish students meets with the director every Monday morning. Although this meeting covers projects other than the FSC, attendance is crucial. All volunteers and coordinators work together in the projects and learn from each other’s obstacles and successes. Because Carmen has many years of experience working in rural communities, we rely on her expertise and cultural awareness to guide our work. No significant change or new work should be undertaken without first consulting her. Outside our Monday meetings, Carmen is available to meet individually with volunteers as needed. The Director of the Family Support Center, other FSC staff, and the Pop Wuj Student Coordinator are not formal supervisors but are available for day-to-day support.

### Internship Cost

Each intern pays a \$300 fee that is shared equally between EntreMundos and Pop Wuj. This payment defrays the costs of training and materials. The \$300 must be paid in full to the Volunteer Coordinator at EntreMundos by 6 p.m. on the Friday of the intern’s second week at Pop Wuj. Failure to complete payment by then will result in suspension of the internship.

## Recommended Equipment

Although not required, cameras and laptops are incredibly useful. Pop Wuj’s Student Coordinator may be able to lend these items on occasion, but we strongly recommend that interns bring their own camera and laptop to facilitate their work.

## Additional Expenses

Each intern is responsible for their own room and board in Xela, transportation costs when using public transportation to work in the projects, and Thursday dinner payment. Interns may choose to live with a Pop Wuj host family (who provide a private room and 3 meals a day, 7 day a week) for \$50 USD per week or to arrange their own accommodations with guidance from the Entremundos Volunteer Coordinator. Public buses charge Q4 (\$0.50 USD) for round-trip fare from Xela to the Family Support Center and current Safe Stove Project sites. Pop Wuj usually provides private transportation for scholarship meetings, medical work outside our Xela clinic, and special events in the environmental projects. Intern attendance is required at the Pop Wuj dinner, also attended by the Student Coordinator, at least one Pop Wuj director, and many students and teachers each week. Students pay Q30 for their meal while staff and volunteers pay Q10 (\$1.25 USD). Pop Wuj offers free WiFi, which interns are welcome to use while Pop Wuj is open (M-F 8 a.m.-7 p.m., Sunday 11 a.m.-7 p.m.). However, interns pay for any additional internet usage at internet cafes, etc.

## Typical Schedule

The schedule at Pop Wuj varies with project priorities, time of year, etc. but is fairly consistent at the FSC. The sample schedule below excludes activities not relevant to the FSC internship to give an idea of what the intern’s average week would be. There is a large degree of flexibility in time spent at the FSC according to the need to do preparation work, writing, etc. Although having meals with the children is not required, interns are welcome to eat lunch at the FSC (at no cost) rather than spending time on the bus going home and coming back. Please note that working over 40 hours happens easily in a busy week, so interns can ask Carmen for permission to leave early or arrive late during unstructured periods.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
8 a.m. Activities Meeting 9 a.m. Meeting with Carmen de Alvarado 1 p.m. LUNCH BREAK 2-5 p.m. Family Support Center	9 a.m. Cultural competency (translating) 1 p.m. LUNCH BREAK 2-5 p.m. FSC	9 a.m.- 5 p.m. FSC	8 a.m. Unstructured time 1 p.m. LUNCH BREAK 2-5:30 p.m. Visit to the Family Support Center 5:30-6 p.m. BREAK 6-8:30 p.m. Pop Wuj Dinner	8 a.m. Family Support Center Mothers’ Meeting (1x a month) 12-5 p.m. FSC	FREE  (Pop Wuj open Sunday 11 a.m.-7 p.m.)

## Additional Information

The Pop Wuj Projects Blog - [proyectospopwuj.blogspot.com](http://proyectospopwuj.blogspot.com)

Pop Wuj’s website - [pop-wuj.org/](http://pop-wuj.org/)

Foundation Todos Juntos - [todos-juntos.org](http://todos-juntos.org)

Pop Wuj’s Facebook – [facebook.com/PopWujSpanishSchoolGuatemala](https://facebook.com/PopWujSpanishSchoolGuatemala)

Pop Wuj’s Instagram - [instagram.com/popwuj](https://instagram.com/popwuj)

Pop Wuj’s Student Coordinator is happy to answer questions and/or provide references from internship alumni on request.

**Contact Information**

Carmen de Alvarado, Director of Social Projects  
Asociación Pop Wuj  
1ª Calle, 17-72, Zona 1  
Quetzaltenango, Guatemala  
(502) 7761-8286  
[dealvarado2004@yahoo.com](mailto:dealvarado2004@yahoo.com)  
(Spanish only)

Pop Wuj Student Coordinator  
(502) 7761-8286  
[oficina@pop-wuj.org](mailto:oficina@pop-wuj.org)  
(Spanish/English)