

VILLAGE STAFF QUALIFICATIONS AND RESPONSIBILITIES

General responsibilities

- Be familiar with and abide by Staff Policy Guide.
- Read and become familiar with the responsibilities provided in this document for your specific area of assignment.
- Attend orientation and training session prior to the start of the Village.
- Attend all daily meetings.
- Speak Spanish with villagers and staff members as much as possible.
- Model standards for behavior and be sensitive to the health and welfare of the villagers.
- Assist villagers in an emergency (illness, injury, etc.).
- Possess strength and endurance to maintain constant supervision of the villagers.
- Observe villager's behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Possess physical (visual, auditory, etc.) abilities to identify and respond to hazards or emergency situations.

Teacher

Qualifications

- Bachelor's degree or international equivalent
- Teacher certification/licensure
- Experience as a teacher of Spanish
- Skills in teaching Spanish
- Skills in cultural/recreational activities areas
- Conversational proficiency in Spanish on the advanced level, according to the ACTFL scale
- Computer skills
- Ability to communicate effectively with other staff members and parents
- Work experience with the age group concerned

Responsibilities

- Plan, implement and help improving the educational curriculum
- Teach the assigned curriculum.
- Evaluate the curriculum
- Work under the direction of the dean and the director to ensure an integrated village program
- Ensure each villager is challenged and actively involved and has received a minimum of 20 hours of instruction
- Provide cultural information for crafts activities
- Prepare a villager progress report
- Assist the dean with staff development and supervision
- Select, organize and order, if necessary, resource materials
- Participate in preparing questions and answers for the Culture Bowl;
- Assist with and attend the bonfire program.

Head Counselor

Qualifications

- Previous Village experience
- Completion of junior year in college; must be at least 21 years of age
- Considerable oral proficiency in Spanish (advanced on the ACTFL scale preferred)
- Skills in managing groups of people
- Ability to communicate effectively in English and Spanish with adults and children
- Leadership skills
- Work experience with school-aged children

Responsibilities

- Assist with preparation for training and orientation for counselors
- Lead part of the training and orientation for counselors as assign by the dean and the director
- Assist the dean and the director with program development
- Supervise counselors and help them in conflict resolution and counseling
- Assume leadership with counselors
- Assist the dean in developing (dances) and leading afternoon and evening activities
- Implement afternoon and evening program
- Supervise final cleanup
- Help create a safe environment in which participants feel accepted

Counselor

Qualifications

- Completion of high school; must be at least 18 years of age
- Exceptional personal maturity
- Completion of intermediate level of language study (4 semesters in college or equivalent)
- Experience with young people
- Enjoy working with young people
- Skills in related cultural/recreational activities

Responsibilities

- Work under the direction of the dean, the senior counselor, and the head counselor for the country as part of counseling team
- Assume responsibility for counseling
- Motivate villagers to participate actively in the program
- Participate in the language instruction
- Teach afternoon and evening activities as assigned by the dean
- Supervise villagers to promote safety, minimize injury/illness and meet developmental needs.