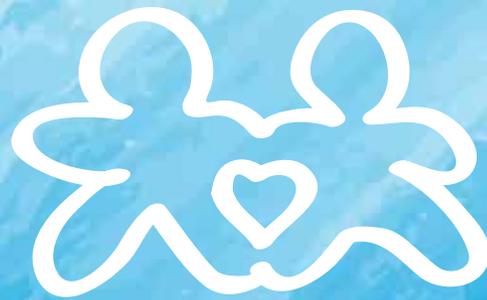


2018



Niños de Guatemala

VOLUNTEER
CATALOGUE



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Introduction

Hello and Welcome to NDG's International Volunteer Catalogue,

So you have decided to come to Guatemala to work hard and open your heart to something new? You are about to embark on an adventure which is filled with exciting, challenging and engaging experiences!

This catalogue will provide you with important information about NDG's Volunteer Programs, as well as Niños de Guatemala and Cambio NDG's mission and vision. It will give you thorough information about our International Volunteer programs, in order to make the choice easier for you. Take some time to read through this catalogue, so that you can get an impression of what your volunteer journey with NDG will look like.

You will not believe this story, for NDG everything started with a volunteer trip to Guatemala, in 2006, when our founder, Marten Dresen came to Guatemala to learn Spanish and volunteer with a non-profit. During his trip, he befriended a girl named Mirna from the local community. After noticing that she was always barefoot, Marten decided to give her a pair of shoes. Mirna's gratitude touched him so deeply that he was moved to do more for Guatemalan children from low-income families, realising that a relatively small investment could make a huge difference in their lives. After returning to Holland, Marten allied with his friend Sander Wirken and his sister Annemiek. They believed that the key to a better future for children like Mirna was access to quality education and as a result, Niños de Guatemala was born.

This is why Niños de Guatemala truly believe that Volunteer trips can really make a difference, and since the beginning we have been hosting volunteers, so we would like to officially invite you to for part of our family and help us break the cycle of poverty.

Your experience may not be as life changing as the one of our founders, but if you are open, I believe you will leave Guatemala with a deeper understanding. By sharing yourself and wanting to learn, you can know yourself and the world better.

We have hosted hundreds of volunteers in Guatemala and you can be the next one.

We look forward to seeing you in Guatemala,

Carlota Morales and Zita Tangel
Volunteer and Groups Team



Introduction to NDG and Cambio NDG

Niños de Guatemala (NDG)

Niños de Guatemala (NDG) provides underprivileged children with an education. NDG runs two primary schools and a secondary school which house over 500 Guatemalan children that would otherwise not have been able to go to school.

- 2009 – The first elementary school opened, Nuestro Futuro, in partnership with the local community
- 2012 – Based on the success of the first school, a second elementary school was opened, El Porvenir, in nearby San Lorenzo
- 2014 – The first students graduate from Nuestro Futuro and construction begins on a middle school to accommodate them
- 2015 – The middle school, El Básico, opens in Ciudad Vieja to continue the secondary education of our students
- 2017 - The first students graduate from El Porvenir and from our middle school, El Básico. And we also celebrated our 10th year anniversary!

NDG's Vision is "We envision a world in which communities are educated, empowered, and entrepreneurial"

Please check our [NDG Volunteer Profile](#) for more information.



Cambio NDG

Cambio NDG redefines doing business; using social enterprise as a self-sustainable model for 501(c)(3) nonprofit Niños de Guatemala, maximising social tourism operations combined with the donation of 100% profits to Niños de Guatemala, Cambio NDG helps make education, empowerment and entrepreneurship a reality for 500 children, their families and communities, (~4000 people).

NDG runs Cambio Spanish School, Cambio English School, Cambio Tours and Cambio Accommodation providing visitors to Guatemala with quality services and experiences that give back to the local communities. Our local partnerships with Spanish language teachers, Guatemalan homestays, artisan mothers, and local tour guides create opportunities and income for community members.

Recently Cambio was honoured as a finalist in the [Antigua 10X](#), leapfrogging ideas and practices competition due to its 1000% profit increase over the 2015-16 period with a profit margin of approximately 25%. In March 2017 our acclaimed Experience Guatemala Tour was named Tour Operator of the Year with the [Luxury Travel Guide](#). Our past record, strong team and access to a captive tourist population through our language program has us well poised to grow and expand our high-margin social tourism operations.



NDG Volunteer Program

Why volunteer with NDG?

The goals of our volunteer program are:

- To build long-term relationships with people from all over the world, that are willing to support Niños de Guatemala in a sustainable way, through our main values Education, Entrepreneurship and Empowerment.
- Volunteers complement our workforce, bringing into the organization vital resources such as fresh enthusiasm, happiness, proven expertise, and hard work.
- Through the Volunteer Programs Niños de Guatemala provokes compassion, raises awareness and most importantly connects needs with resources.
- Together we can fundraise the necessary resources which will enable us to offer good quality education to our almost 500 children living in extreme poverty conditions in order to break the cycle of poverty and empower the next generation.

In return we would like to give our volunteers:

- To change the world one step at a time, in this case helping us break the cycle of poverty.
- We strive to engage our volunteers in meaningful ways, giving the opportunity to offer your time and talent to serve almost 500 children that attend our schools. Enhancing your personal and professional development.
- The volunteer will be a role model to the children and the community, and they will be able to meet some of the people who supports them all over the world.
- Volunteering is life-changing, because it connects different cultures bringing cross-cultural learning opportunities for all, the children, their families, the community and volunteers from all over the world.
- An opportunity of a hands-on learning experience.
- Build long-term relationship with the Guatemalan community and Niños de Guatemala.
- If you are open, I believe you will leave Guatemala enriched by your experiences.

Niños de Guatemala see the volunteer program as a win-win situation, everybody receives benefit from the volunteer experience, plus volunteerism itself makes a specific contribution by generating well-being for people and their communities.

Let's work together for a cause such as the Education, Entrepreneurship and Empowerment for almost 500 children, their families and their communities to bring up values such as cooperation and compassion, which will build the path towards a better future.

Traveling with a purpose really makes a difference.

NDG Volunteer Program

The Volunteer Team at Niños de Guatemala

- Volunteer and Groups Program Manager: Managing and coordination of the Volunteer and groups department. Oversees the work of the Volunteer and Groups Program Coordinator.
- Volunteer and Group Program Coordinator: In charge of coordination and logistics of the volunteer programs, as well as the Ambassador Program and interns.
- Volunteers: you are the most important part of our team!



Our International Volunteer Programs

Join our community of short- or long-term international volunteers or travel to Guatemala as part of a Volunteer Group.

There are many options you can choose from, international, short-term, long-term, volunteer groups, volunteer from home and Volunteer for a Day.

- Short term: the short-term international volunteer program at Niños de Guatemala will be of at least 4 weeks of time, and up to 3 months.
- Long term: the long-term international volunteer program at Niños de Guatemala will be of at least 6 months, and up to 1 year.
- Volunteer Groups: NDG hosts volunteer groups on a short-term basis, 1 week up to 3 weeks. The groups are of a minimum of 6 volunteers who come to volunteer, learn from the Guatemalan culture and goes on wonderful adventures. Please read here our [NDG Volunteer Groups Catalogue](#).
- Volunteer from home: extra hands to be able to accomplish our mission are always needed, so we offer online volunteer positions, as well as the invite to be part of our [Ambassador Program](#).
- Volunteer for a Day: volunteer for an entire day at one of our schools from Monday to Friday.



We have created special **Volunteer Packages** just for you, within your **Volunteer Package Fee** we will offer the following **Volunteer Support**:

- NDG Guatemala Volunteer Profile (sent before arrival)
- NDG Fundraising Guide and online support.
- Orientation: orientation meeting and school visits.
- Mid-term evaluation meeting and a “See you later” meeting.

- Evaluations and follow up.
- NDG staff available in all Volunteer and cultural activities.
- Translations
- 24/7 emergency contact numbers.
- A “Welcome pack”: welcome letter, information about NDG and our schools, your volunteer schedule, a list of useful spanish words and phrases, and recommendation of places to visit in Antigua.
- NDG Volunteer t-shirt
- At least 20 hours a week of meaningful volunteer work, the more the better.
- We will sign a “Volunteer Agreement”.
- Weekly volunteer night and weekend activities.
- Group discussions (Volunteer, cycle of poverty, Guatemalan culture, empowerment, entrepreneurship and more)
- Accommodation visits.
- Coffee, tea and drinkable water available at your accommodation, our school and the NDG office in Antigua.
- We can also give you internship credits under request.
- The volunteer team will have with you weekly support meetings and visit you at the schools.
- Volunteer Certificate
- All logistics, coordination, support and administration of the Volunteer and groups program.
- Through Cambio NDG: Airport transfers, Experience Guatemala tours, adventure tours, Spanish classes (we can give you linguistic credits under special request), and Homestay (with all meals included, except Sundays) or other accommodation options.

NDG's International Volunteer Program

Long-term and short-term Volunteer Program

The short-term international volunteer program at Niños de Guatemala will be of at least 4 weeks of time, and up to 3 months.

The long-term international volunteer program at Niños de Guatemala will be of at least 6 months, and up to 1 year.

Volunteer Requirements

- Be flexible, motivated and willing to change children's lives.
- A positive attitude
- An appreciation of new cultures that will help you settle in Guatemala and enjoy all of the new experiences;
- Be 18 years old or older .
- Commit to at least 4 weeks of volunteer work, and a min of 20 hours a week.

You will be working directly at our office in Antigua Guatemala or in one of our schools (2 primary schools and 1 middle school), it depends on your volunteer project preferences and also your level of spanish, please look down at the section of "Volunteer Work Options" and make sure you look for the right place where your strengths will help meet program needs, and to explore what will work best with your interests, abilities and availability.



The Volunteer Journey

Before

Before the volunteer experience in Guatemala starts, you are already part of the Niños de Guatemala team, so welcome to our family!

To help you get started into planning your trip you can access our NDG Guatemala profile, which has a lot of information about NDG and Guatemala.

Part of your commitment with NDG and also a great way to engage your friends and family in your volunteer efforts and expand Niños de Guatemala's network of support, and raise awareness about the cause we are supporting is the fundraising or donation goal, which is already included in your volunteer package, corresponds to a minimum of \$250 US Dollars, and 100% of this amount will go directly to our nearly 500 children, there is no limit to the amount you want to fundraise, the more the best.

We included a "Fundraising Guide" for you to check out and for more information and fundraising assistance let me know so we can begin discussing your fundraising plans, feel free to email us (volunteer@ninosdeguatemala.org) if you would like to know specific projects or needs that the school has. Many volunteers are able to raise 100% of their fees and donation—and there are many ways to do it!

During:

Once you get to the beautiful town of Antigua you will totally fall in love with this vibrant but peaceful colonial town and the most visited destination in Guatemala, because it is a Unesco World Heritage site. It is full of fun activities to do during the day and night, as well as it is surrounded by three volcanoes and beautiful mountains that gives you a lot of connection with nature and hiking opportunities. This is where the NDG office is placed, and also the accommodation we offer is here.

Our schools are placed just 20-30 minutes away from Antigua, in 2 different towns, one is called Ciudad Vieja and the other one is called San Lorenzo El Cubo.



Your volunteer experience with Niños de Guatemala will start with a warm welcome to our family by the “Volunteer and Groups Team” and we will go through a full 2 day orientation, in which we will answer all the questions you have about us, and we will explain thoroughly everything about our organization and we will give you a full tour of our office and schools, all this to make you feel like home.

Then is time to start your volunteer work, the volunteer and groups team will have short weekly meeting with you, as well as weekly visits to the schools. There will also be a Mid-term Evaluation meeting with the purpose of following up and improving your volunteer experience.

We will plan activities during the week and weekends for you and much more.



The volunteer and groups team will be by your side to support you throughout your volunteer experience in NDG. But in order to get the most of this experience we recommend coming to volunteer with an attitude of learning, of open mindedness, flexibility and positivity. The volunteer work can get a bit monotonous or strenuous, and in this case we always encourage volunteer to use their own initiative and put into practice their talents into something that can be wonderful.

Together we will make your time in Guatemala life-changing, while changing lives!



After

We hope your experience will not end when you leave Guatemala. The real work of inspiring others by sharing your experience begins when you return home. It is our hope that you will embrace Niños de Guatemala's vision and become a part of it.



During your “See you later meeting” we will chat a lot about your experience in Guatemala and show you all options of how you have the opportunity and the means to make a vital difference in the lives of others long after your trip is over:

- Become an [Ambassador](#) and help us from around the globe
- Sponsor the education of one of our students as a [Padrino](#)
- Stay friends with us as an [Amigo](#)
- Bring your friends to Guatemala for [volunteering](#), learning Spanish, tours, and volunteer & group packages
- Get your company involved with our [CSR Program](#)
- Volunteering online,

Like us on [Facebook](#), follow us on [Twitter](#), [YouTube](#) and [Instagram](#), talk and share your stories and experiences with your friends and family.

Our children and staff will never forget you! we will be sending you our monthly newsletter, as well as we will invite you to our events and other activities. You will always be part of the Niños de Guatemala family.

Volunteer Work options

Volunteer Options - Schools

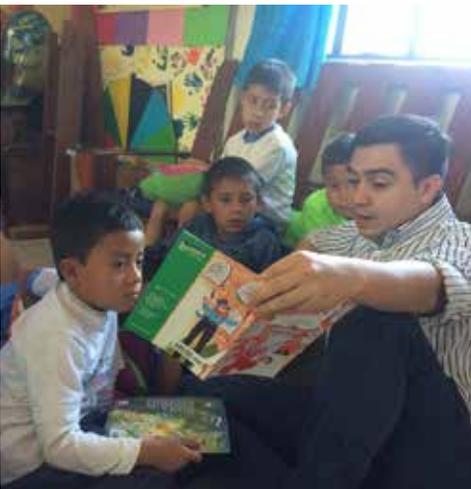


Classroom Assistance

[Level of Spanish: basic]

Monday to Friday: 7:30 am - 12:00 pm

The most active and accessible program and one that needs the most support from volunteers. The highest priority goes to our youngest classes so depending on how many volunteers there are, expect to be working with students aged between 4 -6 years old. Volunteers will be paired with a class and aid one of our teachers in any way that is useful whether it is to cut and glue paper into notebooks, handing out soap or toothpaste, helping kids with in-class worksheets, or homework.



English Classroom Assistance

[Level of Spanish: basic]

Personalised schedule within the english lessons (8am-12:30pm) and some afternoons (2pm-4pm)

The most active and accessible program and one that needs the most support from volunteers.

We are looking to support our english teachers in the classroom and also in the afternoons. You will probably be assisting the elementary students but also our middle school students, this is a very interesting program as you will get to know most of our students.



English Coordinator

[Level of Spanish: Intermediate or advance]

Personalised schedule within the english lessons (8am-12:30pm) and some afternoons (2pm-4pm). At least a 3 month volunteer commitment.

We are looking to take on 1-3 TEFL trained English teachers in a volunteer capacity to help train our local English teachers. we ask that you commit to at least 3 months to ensure a real change can be made.

Artistic Expression Workshops

[Level of Spanish: advanced]

Monday to Friday: 2:00 pm - 4:30 pm

This program is for volunteers who have a good level of Spanish and who feel comfortable independently leading workshops with an entire class. We ask volunteers to come prepared with extra-curricular lesson plans in an area of their interest such as Art, Theatre etc. We are open to new ideas so our children are exposed to new and enriching experiences.



Sports Workshops

[Level of Spanish: intermediate]

Monday to Friday: 2:00 pm - 4:30 pm

This program is for volunteers who have a good level of Spanish and who feel comfortable independently leading workshops with an entire class. We ask volunteers to come prepared with extra-curricular lesson plans in some sport or many sports, our kids love soccer, but it will be nice if they can learn new things. We are open to new ideas so our children are exposed to new and enriching experiences.



Reinforcement

[Level of Spanish: advanced]

3 x a week (Afternoons 2pm -4pm)

“Refuerzos” is an after school program that is very hands on and interactive with smaller groups of students. It is focused on reinforcing certain topics with students that are struggling during regular classes. Volunteers involved in this program find it extremely rewarding as they build strong relationships with a small amount of students and can see them progressing right in front of their eyes. There is a little more flexibility with this program as the volunteer can choose which days in the afternoon they would like to come in however it is recommended to do this program simultaneously with the Morning Teacher’s Assistant Program.





Tutorías

[Level of Spanish: advanced]

Personalised schedule and a minimum of 8 week commitment

Tutorías Program is one of the most involving programs on offer as you develop a close relationship with 2 -3 children. Volunteers are matched with students who experience learning disabilities and due to your long time commitment, is an extremely rewarding experience for both child and volunteer. You will meet several times a week to work on personalized material given by the Academic Coordinator and will help them to grasp concepts from class that they need extra assistance with.



Summer School

[Level of Spanish: all spanish levels]

NOVEMBER ONLY and a personalized schedule.

During November, students return to school to participate in extra-curricular workshops. There are 2 options for our volunteers:

- Workshops: Volunteers get to lead a workshop of their choice, whose focus is up to you! Workshops have in the past focused on for example English, sport, science, art and much more! Volunteers can also team up and carry out workshops together. The workshops requires planning beforehand, so if you would like to participate, please contact the volunteer coordinator who shall assist you in making a personalised schedule based on the summer school plans and objective for the year, and of course your interests.
- Classroom Assistance: Morning classes take place as normal with the established teacher and volunteers are welcome to assist in these classes.



Volunteer Options - Office

Event Management

[Level of Spanish: basic]

Monday to Friday: 1:00 pm - 5:00 pm

Within Niños de Guatemala there are always events happening. This program is for volunteers who want to help plan and organize big events.

Skills required: creativity, professionalism, fluent spoken English, attention to detail, strong organisation skills



Communications Department

[Level of Spanish: medium/advanced]

Personalised schedule

This program is for volunteers who want to help out within the Communications Department.

Skills required: graphic design, video editing, photography/video shooting, professionalism. Or social media, content writing, professionalism.



Sponsorship Department

Monday to Friday: 8.00am - 12.00pm and a minimum of 3 months commitment.

The Sponsorship Department Intern will assist in recruitment efforts, as well as maintaining the quality and integrity of our sponsorship programs at NDG. Depending on the level of English and Spanish fluency, the tasks within the job will change. Here are some (but not limited to) activities that the Sponsorship Intern will be helping with.



- Assisting the letter writing process between student and Padrino (being with the students, translating letters, and communication with Padrinos)
- Payment analysis (comparing the incoming payments with the current list of Padrinos)
- Recruitment efforts (organizing and/or carrying out a recruitment/marketing campaign to gain more international Padrinos)
- Creating communication material for the Padrino and Corporate Sponsorship programs

The Sponsorship Intern should have high quality communication skills, be detail oriented, Spanish and English proficiency preferred.



Social Businesses

Monday to Friday: 8:00 am - 12:00 pm or 1:00 pm - 5:00 pm

- Communications Internship - specialist skills required: graphic design, video editing, photography/video shooting, social media & excellent written English and/or Spanish, professionalism.
- Business Development internship - specialist skills required: sales, marketing, lead generation, competitor benchmarking, professionalism
- Hospitality & Tourism internship - specialist skills required: outgoing & able to work as a tour guide assistant/lead, attention to detail, strong organisation, professionalism, fluent spoken English, (Spanish skills a bonus).
- PR & Marketing Internship - specialist skills required: excellent written English, interest in press & international affairs, article writing, lead generation and/or cold prospecting experience highly valued, professionalism.
- Operations & Finance Internship - specialist skills required: Quickbooks, financial forecasting (Existing & new businesses), financial consolidation, attention to detail, professionalism.
- Curricular Development Internship - specialist skills required: curricular development experience, education specialisation, (preferably linguistics field),
- Grant Writing Internship - specialist skills required: grant writing experience, excellent written English and/or Dutch/ French/Spanish, attention to detail, strong organisation skills, professionalism



Volunteer Options - Home

Online Volunteering

[Level of Spanish: basic up till advanced]
Personalised schedule

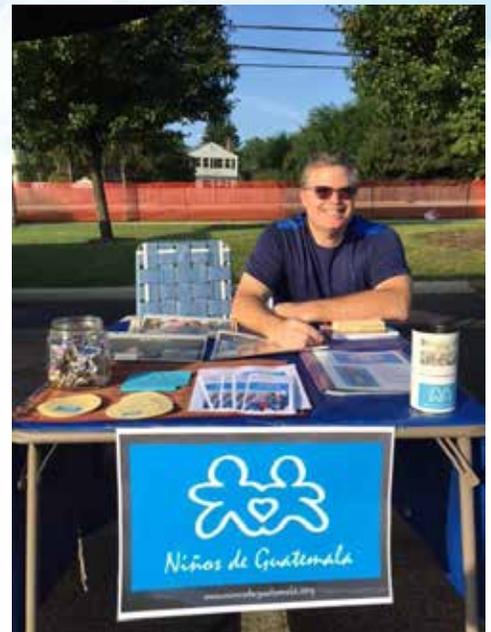
Volunteering is also possible from your home country. We would love your help! You can help the office in Guatemala in different ways:

- Translating from English to Spanish
- Content writing for social of Niños de Guatemala [Level of Spanish and English: advanced], Experience Guatemala Tours [Level of Spanish and English: advanced], and Cambio NDG [Level of English: advanced]
- Video and/or photo editing
- Grant writing [Excellent written English and/or Dutch/French/Spanish]

Ambassadors

[Level of Spanish: basic]

Being an ambassador means that you are the face of Niños de Guatemala in your home country. You raise awareness and fundraise on behalf of NDG. Of course, you will get support from the office. Fundraising can be done in all kind of ways. Ambassadors get special prices and offers, ask for more details.



Great Adventures for our Volunteers through CAMBIO NDG

Outside the Volunteer Work, Volunteers can get off the beaten track and experience Antigua's wonderful, culture, people, and landscapes. There are countless cultural and social activities we can organize for you including Cooking classes, Salsa, Coffee Farm tours, Chocolate making and much more.

We also offer other adventures outside of Antigua, we would love your group to explore some of the best places in Guatemala, for example hike our volcanoes, visit the Lake Atitlan and much more.

Our goal is to help your trip be memorable, meaningful, and empowering. For more information about all the adventures we offer you can contact [Cambio NDG](#).

Volunteer Packages

The Volunteer Cost

- \$50 application fee paid [online](#) at time of application, through our webpage.
- Volunteer Support fee and other services (spanish classes, living arrangements, airport pickup and drop off and others) which will depend on the package you will choose, the options are above.
- \$250 donation for our 3 schools and 500 students, the volunteer team are very much willing to support you through the fundraising process, to help you get started, we've put together this short guide [NDG Fundraising Guide](#), and feel free to email us if you would like to know specific projects or needs that the school has. Many volunteers are able to raise 100% of their fees and donation—and there are many ways to do it!
- Your Volunteer Package has to be paid completely 15 days before arrival.

Cancellation Policy

We recognize that changes happen during the planning trips. Once you have paid your “Application fee”, refunds can be made only if:

- Cancellation notice is made 3 months prior to your scheduled arrival date.
- If for any reason NDG needs to cancel your trip, all costs including deposit will be refunded or applied to a rescheduled trip.

You cannot be refunded if:

- If, a cancellation is made less than 15 days before the scheduled arrival date.
- If the Volunteer leaves Guatemala earlier for any reason, no refund will be issued.

If not refunded, it will become a donation to Niños de Guatemala, and we will be very grateful.

Our packages are:

Long-term:

- Spanish -Volunteer Long-term Pack
- Experience Guatemala Long-term Pack

Short-term:

- Volunteer -Learning short-term Pack
- Experience Guatemala short-term Pack

Long-term volunteer packs

Spanish Volunteer - LT

Includes:

- Airport pick up
- Homestay (All meals included, except Sundays)
- 30 hours of Spanish classes, we can give you linguistic credits.
- 1 FREE Experience Guatemala tour
- Volunteer Support (Includes \$50 US Dollars "Application fee")
- Donation (The minimum of \$250 US Dollars)

6 months	1 year
US\$ 3 600	US\$ 6 700

Experience Guatemala - LT

Includes:

- Airport pick up
- Homestay (All meals included, except Sundays)
- 2 Experience Guatemala tours
- Volunteer Support (Includes \$50 US Dollars "Application fee")
- Donation (The minimum of \$250 US Dollars)

6 months	1 year
US\$ 3 450	US\$ 6 550

Short-term volunteer packs

Volunteer Learning - ST

Includes:

- Airport pick up and drop off
- Homestay (All meals included, except Sundays)
- 30 hours of Spanish classes, we can give you linguistic credits.
- 1 Experience Guatemala tour
- Volunteer Support (Includes \$50 UD Dollars “Application fee”)
- Donation (The minimum of \$250 US Dollars)

1 month	2 months	3 months
US\$ 1020	US\$ 1570	US\$ 2120

Experience Guatemala - ST

Includes:

- Airport pick up
- Homestay (All meals included, except Sundays)

1 month	2 months	3 months
US\$ 900	US\$ 1450	US\$ 2000

Application process

1. Read our International Volunteer Catalogue and choose the Volunteer package that works best for you.
2. Complete and submit the application form online.
3. Send your Resume or CV and passport copy to volunteer@ninosdeguatemala.org
4. Write and send a motivation letter to volunteer@ninosdeguatemala.org
5. Complete and send your Background check to volunteer@ninosdeguatemala.org
6. Pay the one-time, non-refundable \$50 application fee online (please select ‘Volunteer Application Fee’ as the project).

Contact Information

Carlota Morales

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Zita Tangel

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Online

Website: www.ninosdeguatemala.org
Facebook: <https://www.facebook.com/NinosdeGuatemala/>
Join our Facebook group for Volunteers and Ambassadors: <https://www.facebook.com/groups/NDGVolunteers/>
Join our Facebook group for Volunteer Groups: <https://www.facebook.com/groups/1100149790005785/>
Instagram: Ninosdeguatemala
NDG's Magazine: <https://ninosdeguatemala.org/magazine/>

Guatemala Office

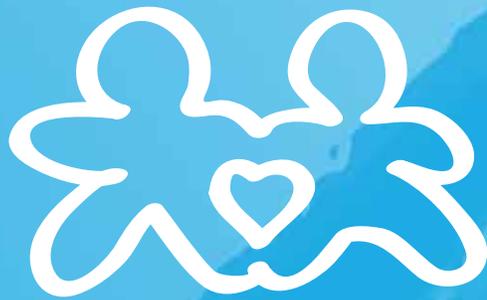
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Nederlands Office:

Van Kinsbergenstraat 146,
1057 PT Amsterdam

Cambio NDG contact info

Notes:



Niños de Guatemala