



### **Available Positions at Asociación CREAR**

There are a total of **five** internship positions (in addition to professional volunteering):

1. Art Program Aide
2. EFL Instructor Aide
3. Finance Intern
4. Communications & Digital Arts
5. Strategic Development & Operations Intern

#### **Art Program Aide**

CREAR is always seeking qualified and caring individuals to volunteer in our programs. Live on the beach in beautiful Costa Rica while helping the children and the communities in and around Playa Sámara. CREAR offers an after school program with classes focusing on creativity, art, critical thinking and EFL instruction. Two Elementary afterschool programs are held Monday through Thursday at respective times and locations. CREAR is seeking a fun and energetic individual to work as a classroom aide alongside our art program instructor for a minimum of two months. As an art program aid you can expect to gain valuable experience through observing and shadowing our art teacher. You can also expect to collaborate with our art teacher. This could look like giving feedback on lesson plans, putting together models for the art projects, and creating warm up exercises and ice breaker games to be used during class.

#### *Responsibilities*

- Aid the art instructor by coming up with engaging games and ice breakers to be used in class
- Help construct the models of the art projects which will be made in class
- Help the art instructor gather and put away materials which will be used in class
- Help the children with their art projects as the needed
- Collaborate with the art teacher in brainstorming activities and lesson plans

#### *Qualifications*

- Fluency in English
- Basic to conversational Spanish preferred
- A passion for education and a love for working with youth is expected.
- Ability to work with limited resources.
- Creative and personally artistic
- Willingness to learn from the art instructor
- Record and analyze the behavior of the children in class
- Display a personal or educational interest in art
- Minimum a of two month commitment working with CREAR
- Raising \$500 for CREAR before arriving- This is not mandatory, but a financial contribution of any amount is greatly appreciated. However, we at CREAR are simply grateful for your time!

### EFL Instructor Aide

CREAR is always seeking qualified and caring individuals to volunteer in our programs. Live on the beach in beautiful Costa Rica while helping the children and the communities in and around Playa Sámará. A minimum of a two month commitment is required. The ELF instructor aid will work alongside our staffed English Instructor in facilitating classroom activities and leading classes. Two Elementary afterschool programs are held Monday through Thursday at respective times and locations. EFL aids can expect to gain valuable experience as they closely observe how an English class is taught and the language is effectively communicated.

#### *Responsibilities*

- Help English Teacher come up with activities and lesson plans to be used in class. This could include helping the teacher by planning the warm up activity or game for that day's class.
- Track attendance
- Record and analyze the behavior of the children in class
- Maintain strong communication with supervisors, volunteers, and parents.

#### *Qualifications*

- Fluency in English
- Intermediate to Advanced Spanish
- Previous teaching and/or tutoring experience with children (preferred but not required)
- Experience working with school-age children (preferred but not required)
- A passion for education and a love for working with youth
- Organized, responsible, ability to work well with others, creative, flexible, friendly and outgoing
- Minimum two month time commitment

- Raising \$500 for CREAR before arriving- This is not mandatory, but a financial contribution of any amount is greatly appreciated. However, we at CREAR are simply grateful for your time!

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If interested, please fill out the volunteer application at

<https://airtable.com/shry8PExJiUuzyP8A>.

We have high standards for our volunteers and we are seeking dedicated, enthusiastic, and creative people who are looking to genuinely make a difference in the lives of Costa Rican students.

### Finance Intern

Want to learn the ins and outs of a small educational non-profit in Costa Rica? CREAR is always seeking qualified and caring individuals to volunteer in our programs. Live on the beach in beautiful Costa Rica while helping the children and the communities in and around Playa Samara. La Asociacion CREAR in Playa Samara needs a motivated individual to manage accounting procedures. CREAR is a small, yet sustainable non-profit. Interns are guaranteed to be involved with stimulating, interesting work. You can definitely make a difference here!

#### *Responsibilities*

- Work with the Executive Director and Board of Trustees to determine the overall direction and development of CREAR in adherence to good governance and clear financial planning
- Ensure that organization functions within the legal and financial requirements of a charity, so as to add to public confidence and achieve good practice
- Provide financial summaries for Executive Director and Board
- Help create monthly and annual budgets in coordination with the Executive Director
- Check that restricted and unrestricted funds are being spent appropriately
- Ensure sponsors are receiving invoices and receipts on time
- Send invoices and receipts to volunteers, sponsors, suppliers, etc.
- Update financial reporting system

#### *Qualifications*

- At minimum, an academic background in finance or accounting
- Able to collaborate with others and work in a team
- Two month minimum time commitment is preferred.

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### Communications and Digital Arts

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#### *Responsibilities*

- Support the Executive Director in creating and writing external documents, brochures, memos, and briefs
- Manage social media accounts, including crafting messages to appeal to strategic audiences (LinkedIn group that connects Board & past volunteers, interns, and groups, etc.)
- Update content and further develop website
- Create inspiring graphics and messaging to promote the mission and impact for both newsletters and reports/social media
- Develop quarterly newsletters
- Take videos and photos of offered programs for use by CREAR
- Create video campaign message of overall mission incorporating children, staff, and volunteers
- Recommend different social media themes to promote opportunities at CREAR
- Produce marketing videos to support communications and fundraising campaigns

### *Qualifications*

- Experience with social media, graphics, and marketing
- Strong writing ability
- Able to collaborate with others and work in a team
- Ability to work with limited resources.
- Experience with digital media arts (photography, videography)
- Experience with graphics and marketing
- Strong written and oral communication skills
- Able to collaborate with others and work in a team
- Two month minimum time commitment is preferred.
- Raising \$500 for CREAR before arriving- This is not mandatory, but a financial contribution of any amount is greatly appreciated. However, we at CREAR are simply grateful for your time!

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### Strategic Development and Operations Intern

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### *Responsibilities*

- Work closely with the Executive Director to support existing relationships with our individual donors, board members, foundations, and corporations to increase funding base
- Research current and potential new funding opportunities and strategize future fundraising efforts
- Support in drafting, editing, and reviewing grant applications and reports
- Create an Operations Manual for interns and for CREAR

- Brainstorm and aid in improving our Monitoring and Evaluation strategy
- Create a “CREAR by the numbers” report
- Develop quantitative measures for volunteer management
- Develop and fine tune our donor database
- Create content for the annual impact report
- Aid executive director and /or administrative coordinator with administrative and coordination tasks
- Determine dates for the internship program and CREAR classes program

### *Qualifications*

- Research abilities
- Organized
- Strong writing ability
- Able to collaborate with others and work in a team
- Motivated
- Logical processing abilities
- Two month minimum time commitment is preferred.
- Raising \$500 for CREAR before arriving- This is not mandatory, but a financial contribution of any amount is greatly appreciated. However, we at CREAR are simply grateful for your time!
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### Volunteering for Professionals

Do you have professional expertise in a field that you believe would benefit our work here at CREAR? We are open to discussing special projects where professional volunteers can utilize their knowledge and skills, allowing them to make a measurable impact in their field of work. Professional volunteers must make a minimum commitment of two weeks. Examples of specialized work include: photography, videography, fundraising, accounting, legal, business development, etc.

Fill out this form <https://airtable.com/shr6BPF4vWpFcrm4C> with your information to share your project idea and expertise with us.

