

## Program Coordinator

## Application Summer Program 2012



Thanks for your interest in Pemón Health! Applications and additional materials are due **February 22, 2012**. Please note that the recommendation letters may be from professors, employers, friends or colleagues. You may be contacted for an in person or online interview. You will be notified of our decision at the end of **March**. If you have any questions or concerns please contact us at [admissions@pemonhealth.org](mailto:admissions@pemonhealth.org)

Send the completed application, a copy of resume and two recommendation letters to:

[admissions@pemonhealth.org](mailto:admissions@pemonhealth.org)

Or to

Kanayo Onyekwuluje

500 College Ave

Swarthmore, PA 19801

### **Position Description and responsibilities**

Each summer one or two program coordinators are selected to lead a group of 3-6 college students in initiatives that will improve community health (workshops, recreational activities for village youth, agricultural projects, clinic maintenance, etc) for a period of 6-8 weeks in Urimán, Venezuela. Coordinators are expected to be mature, adaptable and proactive leaders with experience in community development, health or education. Specific responsibilities include:

#### Spring

- Help select summer interns
- Assist in the planning and preparation of summer initiatives

#### Summer

- Live and work in Urimán, an indigenous village, in rural Venezuela for 6-8 weeks
- Work with in-country advisor to safely transport the group to the village
- Properly introduce group and interns to the community during community and individual meetings with community/general captains, Divino Maestro sisters, Navy and villagers
- Lead group of college students in the implementation of preventive health initiatives
- Foster a horizontal workspace with interns but when necessary make executive decisions
- Promote a healthy and productive group dynamic
- Foster productive community relations

#### Fall

- Help establish a network of campus interns to organize the efforts for the following summer

## **Contact Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Until what date can we contact you at this address? \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **Emergency Contact Information:**

Please list names and telephone numbers of two people to notify in case of an emergency. At least one must be a parent or legal guardian:

1. Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relation: \_\_\_\_\_

2. Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Relation: \_\_\_\_\_

## **Education:**

Name of College or University: \_\_\_\_\_

Major(s) or Program: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Expected Graduation Date and Degree: \_\_\_\_\_

**Miscellaneous:**

**Do you have any experience in construction or handy work? If so, please describe.**

**How would you describe your culinary skills?**

**Health Information:**

*(All information is kept confidential and is required solely for health and safety considerations)*

**Do you smoke? \_\_\_\_\_**

**Do you have any dietary restrictions? (if yes, please list) \_\_\_\_\_**

\_\_\_\_\_

**Do you have any allergies? (if yes, please list)**

\_\_\_\_\_

**Do you have any medical conditions or disabilities? (if yes, please list)**

\_\_\_\_\_

**Do you take any medication regularly? (if yes, please list)**

**Spanish Language Proficiency:**

**\*It is necessary for the program coordinator to be fluent in Spanish**

*Note: If contacted for an interview, you are expected to engage in brief Spanish conversation to verify information provided on the application.*

**Level of Spanish (circle): Native Speaker/ Fluent but not native**

If you have taken Spanish language courses, please indicate below:

Institution: \_\_\_\_\_

Course Title(s): \_\_\_\_\_

Date (mm/yyyy - mm/yyyy): \_\_\_\_\_

Other experiences involving Spanish (study abroad / work experience / travel etc.):

To gain a clearer sense of your language proficiency, on a separate piece of paper please answer the following prompt in Spanish in no more than 500 words:

**Describe que significa el término indígena.**

### **Short Responses:**

Please answer the following prompts on a separate sheet of paper in no more than 500 words.

1. Why do you want to work with Pemón Health?
2. What makes you a competent leader?
3. What do you consider to be your worst character trait? Why?

### **Payment Information:**

Pemón Health pays for your transportation and program fees as Program Coordinator.

#### **Transportation Fee:**

Roundtrip flight to Caracas Maiquetia Airport (CCS)

#### **Program Fees:**

\$150	Transportation Costs (Round-Trip Ground Transportation to Urimán and in Caracas)
\$400	Food (7 weeks; in Caracas, as well as grocery supplies while in Urimán)
\$200	Lodging
\$100	Trip to Angel Falls

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\$850 Total

Applicant Signature

Date