



Volunteer Fact Sheet for Open Windows

Thank you for your interest in volunteering with Open Windows! Know that volunteering in the library affects the life of a child. Here are some frequently asked questions that should help you determine if Open Windows matches your interests. Also know that if you ever need help or have questions, the staff is more than happy to help you with anything that you may need. We appreciate your support as much as the children!

Who is our ideal volunteer?

- If you love kids, between the ages of 6 and 11, Open Windows is a great place to volunteer.
- We especially like to have teachers, or folks with teaching experience, although this isn't required to be a volunteer with us.
- Generally we require that volunteers are 18 or older, however if teens are coming as a part of a supervised group, please contact us at info@openwindowsfoundation.org and we can figure out how to make it work.

What Volunteers do at Open Windows:

- This can be tailored to your interests and your level of language fluency.
- In order for children to be literate they need to read or have read to them five books a day. With 60-70 children coming to the library every afternoon, you can sit down and read to a child, or have a child read to you. Both are incredibly rewarding, since the children rarely get this sort of attention in the schools, often have few or no books at home, and many have illiterate parents. An added bonus is that if you are learning Spanish, children's books are excellent to learn from.
- If your Spanish Language abilities are good, this broadens the possibilities for what you can do at the library.
 - Organize an activity based on your interests!
 - Each afternoon there are structured activities between 3pm and 5pm. Normally we have about 50-70 kids and the majority of them participate in the activity. We have two-week-long themes (i.e. the environment) and the activities usually revolve this theme. Teachers read a book aloud and the activity launches off from something in the book. In addition to the library building we have an outdoor area devoted to crafts, so the activities don't all have to be "neat". Working with our teachers you could plan an activity. Your activity helps the children think, imagine and explore new worlds. In the past volunteers have done the following and more:
 - taught dance classes,
 - ran science experiences
 - created arts and crafts projects
 - played math games
 - taught the kids about preventative health
 - ran a chess club
 - Design your own once a week class. We have volunteers who teach English classes, teach weekly yoga classes, music classes, etc. Children who are interested sign up for the classes and come to the library on the designated day.
- Also, we always have ongoing projects at the library. Currently we are working to develop a

computer training curriculum, building a new database, reorganizing the books in the library, building a reference library, painting our new computer room and adjacent rooms. If our initiatives match with your interests, we can plug you into a current project.

When to come?

- Come anytime morning or afternoon Monday through Friday from 9am until 5pm. The library closes every day for lunch from 12pm until 1pm. Since children are generally in school in the morning, there are more children at the library between 1pm and 5pm.
- Most volunteers come during the months of June – August, however we need volunteers all times of the year.
- The library is closed from about the 20th of December through the second week in January.

Is there a required time commitment (weeks or months)?

- Please make a consistent commitment. You do not need to come each day, although every day is very busy! We ask that you make a commitment to the library by choosing specific days the week, and specific times each day, so that we may rely on your help.

What can you bring?

- We have a wish list on Amazon.com, and there are many things Amazon doesn't sell that the library needs. Please see the most updated information about what we need on our [website](#).
- If you are an elementary teacher, computer specialist, or librarian, we always appreciate teaching materials specific to your discipline.
- If you know in advance what type of activity you'd like to do at the library, bringing materials specific to that activity is a good idea.

Getting to Open Windows:

The library is a quick 25 minute bus ride from Antigua. There are public buses that depart from Antigua to Dueñas every 20-30 minutes. You can pick them up at the market or at the corner of La Alameda and Calle de Espiritu Santo. The cost of the bus ride is about 30 cents (US\$) each way. For your first volunteer day, we can arrange for someone to ride the bus with you if you like. A partial bus schedule is below. As of now there are afternoon departures from Antigua to Dueñas every half hour or so, but the times fluctuate.

Bus Schedule

Depart Antigua Arrive Dueñas

7:40am	8:05am
8:15am	8:40am
8:40am	9:05am
9:05am	9:40am
9:40am	10:10am

Depart Dueñas Arrive Antigua

3:30pm	4:55pm
4:15pm	4:40pm
4:40pm	5:05pm