Our Cabaña offers a unique programme based in the Girl Guide/ Girl Scout methodology: active, fun interesting and filled with adventures that provide new experiences and explores Mexico’s culture and traditions. With events designed for every aged group, our participants will feel at home, they will also have the opportunity to do service in our community with the help of experienced staff.

Throughout the year, we offer many sessions and international events with various themes like: tradition, adventure, ecology, and gourmet discovery. These events vary in length and content, and they are open for every member of WAGGGS. We also give service to groups in regular, individual or custom events with a “Bed and Breakfast” modality.

We also offer the opportunity for active WAGGGS members around the world apply for internships at Our Cabaña to learn skills that will further their academic or career goals, while contributing to the delivery of our services.

The objectives of Our Cabaña Intern Programme are the same as outlined by the World Centres Committee for any World Centre volunteer:

* Gain valuable work experience and life skills such as leadership
* Learn about WAGGGS, its MOs, themes, projects, regions and World Centres
* Share the international friendship that Girl Guiding and Girl Scouting offers
* Support WAGGGS by helping the Centre operate effectively
* Participate/facilitate in activities or workshops relating to community leadership or advocacy
* Experience the unique culture of Mexico, through its traditions, history and people
* Gain an international experience, learn about different cultures through the diversity at the
* Centre

**Programme Intern – Role Description**

Programme Interns will develop professional skills while supporting the Programme Manager in creating, planning, delivering and evaluating Our Cabaña’s programmes and events in accordance with Our Cabaña’s aims and objectives, as reflected in the operational plan and the mission and vision of WAGGGS.

**Specific Duties**

* Maintain/improve programme materials and equipment including its storage
* Assist with the training of staff / volunteers so they may lead programme activities
* Ensure guests are provided with all relevant programme information prior to and during their
* stay
* Take a lead role in delivering indoor and outdoor educational programmes and trips
* Ensure programme activities comply with all health and safety regulations as required by Mexican legislation and WAGGGS, for all guests, staff and volunteers.
* Support volunteers to learn how to lead programmes independently
* Lead and coordinate the day-to-day running of day and evening programmes, including running
* programme meetings.
* Assist as First Aider
* Assist as Head of Table and assist with meal duties

The specific requirements of this position may develop and the post holder is expected to undertake other duties that may apply to the role of a Programme Intern.

**Essential Requirements**

* Completed at least secondary level education
* First Aid Certificate
* Experience in and passion for indoor and outdoor activities
* Experience leading groups
* Customer Service Experience
* Girl Guiding / Girl Scouting experience
* Demonstrable experience on delivering customer service to a high standard
* Excellent computer literacy, including demonstrable experience working with Microsoft Office (Word, Excel, Outlook)
* Ability to set-up and use electronic devices such as: laptops, projectors, and sound equipment
* Excellent communicator with the ability to effectively liaise with a wide range of audiences from different backgrounds
* Awareness and sensitivity to different communication styles
* Excellent written and spoken English
* Able to maintain a positive working environment for all staff and volunteers
* Positive and proactive approach to the challenges an internship role may present
* Response calmly to stressful situations with professional integrity
* Willingness to learn and undergo training when required

**Desired Requirements**

* Lifeguard Certificate
* Experience supervising others
* Understanding of WAGGGS and the World Centers
* Girl Guiding / Girl Scouting experience at a national or international level
* Knowledge of Our Cabaña and Mexico
* Experience of working in a residential environment
* Knowledge of environmental issues and leadership development
* Awareness of the importance of timely, open and constructive communication, internally and externally
* Written and spoken Spanish
* Any additional foreign language skills
* Flexibility to effectively manage in a constantly changing and challenging environment, while being empathic and helpful to others
* Ability to relate to people of all ages and cultures
* Willingness to work beyond office working hours

**Eligibility**

* Applicants must currently be active members of a WAGGGS Member Organization
* The position is subject to visa restrictions

**Reporting to:** Programme Director

**Location:** Our Cabaña World Centre, Cuernavaca, México

**Duration:** 6 months

**Interns will have access to**

* Free Shared Accommodation provided by Our Cabaña
* All meals provided by Our Cabaña
* Wireless internet
* Uniform provided by Our Cabaña
* Staff days out and other social outings
* Laundry facilities
* Possibility to apply for a travel scholarship