

# INFO PACK - EVS PROJECT

## "Burgos Solidaria 2015"

### Volunteer Profile and Recruitment Process

Regarding volunteers profiles, we think that the following characteristics can be useful both to implement the project successfully, and to grant a satisfactory experience to the participants.

Interest in the project: Amycos aims to create social change and a fairer society through a joint work in different actions lines: education and awareness for people of the local community, create solidarity with the local immigrant population, and promoting voluntary international programs directed mainly to the younger population. Therefore, it is important for volunteers to fully participate in the project, having the desire to contribute actively and agree to the objectives. Under these conditions, the experience can become an opportunity for professional and personal growth of the volunteer.

Experiences and competences: Considering the tasks that will be assigned, it's preferable that volunteers have past experiences of work, either volunteer or paid, in a educational sector and should be sensitive and involved in social issue as immigration, cultural differences and poverty. In addition others useful skills are: a predisposition for public relations, data gathering, managing of websites and especially it will be appreciated Spanish basic skills.

Personality: During the project the volunteers will be in contact with the users of the activities executed by Amycos, so they should show, overall, adequate social and communicative skills, to let them work in a group, and in a multi cultural context.

In the recruiting process we will reflect the general openness of EVS and the spirit of the Program and we guarantee transparency. Volunteers will be chosen on the basis of their Curriculum Vitae, Motivation Letter and a Skype interview. We invite the Sending Organizations to preselect the volunteers available and introduce them to the project supporting their candidature and the identification of the work area in which they would take part in. All the candidature (completed with CV and Motivation Letter) should be sent to: [europa@amycos.org](mailto:europa@amycos.org)

### Context of the Project and Service Description

**Burgos** is a medium sized city with about 180,000 inhabitants. Geographically, it is located in the central northern Spain between Madrid and Bilbao. It is the birthplace of the Spanish language and was the capital of the kingdom of Castilla. It has a Gothic Cathedral declared World Heritage Site, the same as Atapuerca and the Camino de Santiago. In 2013 it has been declared Spanish Gastronomic Capital and received awards for sustainability as Civitas in 2007, Energy Globe in 2009 and the National Award for Sustainable City in 2011. Burgos University has about 10,000 students, specialized in technical engineering, food degrees and prehistory studies. Its economy depends on the medium-sized company linked to the motoring and agricultural sectors in its province.

AMYCOS works in this town where it was founded. Although most of our work is focused on the South, AMYCOS carries out different actions in development education in Burgos, collaborating as well with the reception and integration of immigrants, and cooperating with other NGOs and promoting volunteering.

Our EVS project will involve 3 volunteers coming from different countries (*Italy, Bulgaria, France*), who will be inserted for 9 months, from November 2015, with AMYCOS, the city of Burgos and its province. In detail, the volunteers will be working closely with AMYCOS's staff and will have the opportunity to learn according with the methodology of the "learning by doing". Actually, the project aims to involve a volunteer in each of the three main action areas and following activities.

**The Development of Education and Awareness.** The volunteer in this area will be involved in the organization and implementation of several courses, workshops and events with the target to promote knowledge and solidarity values. He/She will be responsible for the preparation of equipment for participants, communicating with them and welcoming them on arrival, preparing classrooms and guided tours of the many exhibitions. The volunteer will be directly involved in the "solidarity" workshops that AMYCOS with the support of other organizations provided in the city and in the province of Burgos through the project "Foro Solidario" de Caja de Burgos. These activities are aimed at pupils of Primary and Secondary Schools, as well as, groups of all ages belonging to associations or other groups of Burgos and the province seek to contribute to the education of the students, through knowledge and the promotion of solidarity values, thus awakening attitudes of tolerance, respect and peaceful coexistence.

**Social Action Area.** In this area, the volunteer will participate actively in carrying out a variety of daily activities to support the migrant population of Burgos who are in more precarious situations, promoting their rights and contributing to their social, professional and cultural integration in the city and to enjoy a respectable life. AMYCOS, with his team of volunteers and in collaboration with other organizations of Burgos, carries out various activities in a several spheres. The first one consists of a reception area, where the volunteer will have to register the people who arrive and to present them the different services and the rules to get the help. Beyond this informative and administrative work, the volunteer will attend day by day the social dining service and the distribution of food and clothes bags. The second sphere is connected with the education and training, in this context the volunteer will attend the Primary and High school support for the sons and daughters of immigrants in the afternoon, also will participate fully in Spanish classes and to facilitate the understanding using their own languages skills. The last area of concern the immigrant's leisure time. Basically the volunteer will actively promote the organization of events and social activities, such as " The Cafetín " served twice a day after Spanish classes, indoor soccer games, guided tours to nearby cities, celebrations, parties, etc.

**The promotion of the local and international volunteering.** The volunteer in this area will be involved in the promotion, organization and realization of trade fairs and charity events, exhibitions and raffles promoted by AMYCOS; for planning and carrying out educational activities with children; and in the preparation, participation and delivery of lectures about local and international volunteering opportunities, as well as, the work that Amycos is carrying out in Latin America through our own projects. Another important contribution of the volunteer will be to support the office (project management, mailings, computer maintenance, photo file management, database management, etc.) and warehouse management (organization of existing materials, installation and removal of exhibits and the warehouse maintenance). The office activities, also, include tasks connected with the communication, such as writing articles for newspapers, magazines, newsletters,

updating and improving our website, sending emails to disseminate initiatives and events. In this last area the volunteer will have greater freedom to design and suggest new volunteering and co-operation projects, promoting their ideas and receiving a support by AMYCOS team.

Anyway, in all areas the volunteer will have the opportunity to develop his own personal project, contributing with their ideas and experiences to improve AMYCOS activities. Certainly, this space will grow proportionally with by the months, during which, the volunteers will take part in language training to facilitate the communication inside and outside of the organization. Language training program will be conducted in collaboration with the "Atalaya Intercultural organization" ([http://www.atalayaintercultural.es/clases\\_espanol.php](http://www.atalayaintercultural.es/clases_espanol.php)). It will form a regular part of the service and will consist of Spanish language classes, designed and adapted for foreigners (immigrants). The multiculturalism of classes will develop, improve and strengthen the language skills of every users, thus encouraging the active participation.

Surely, at the beginning the volunteers will be encouraged to become settled in the organization and will be introduced into the social and environmental context of Burgos and its province. With this purpose, the volunteers will be hosted at an apartment chosen by Amycos and in accordance to the basic qualitative standards. Specifically, accommodation will be in the city of Burgos (in a single room or twin room) depending on the availability. Sharing of common spaces will be encouraged with other volunteers or other young Spanish people with the purpose to create a fun and supportive atmosphere; although at the same time the privacy of the volunteers will be respected.

The volunteers will work for 34 hours for a week, including training sessions, monitoring and Spanish classes. All these moments are mandatory being important for the integration and improvement of their language level. All have two consecutive days off per week (usually on Saturdays and Sundays), although these may change depending on the specific needs of each work area. At these days of rest they can add others two days off per month in according to their tutors.

Accommodation will be in charge to Amycos and the volunteer to receive monthly 135 € for the maintenance costs plus a pocket money of 105 €.

For travel cost there is contribution based on the travel distance per participant from their place of origin to the venue of the activity and return (likely to be a maximum of 275 € for the volunteers from Italy and France and 370 € for the volunteer from Bulgaria). Anyway, **before completing a purchase of the ticket (just one-way)** the volunteer or the sending organization will have to contact with the coordinator of the project, who will give the authorization to go on with the purchase of the ticket.