

Call for 2 EVS volunteers in COCAT and 2 EVS in Iwith.org

Deadline to receive applications from volunteers 24/8/2014

We will present the project in the 1/10/2014 Erasmus + deadline in the Spanish National Agency.

Framework of the EVS projects

- **In COCAT (2 volunteers)**

For the description in the European database follow this [link](#)

- **In Iwith.org (2 volunteers)**

For the description in the European database follow this [link](#)

Details of the EVS project in COCAT and Iwith.org

Activity dates: 15/2/2014 – 15/12/2014

Number of volunteers: 4

Hosting organisations: COCAT and Iwith.org

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COCAT

COCAT is a platform organisation of international workcamps organisations in Catalunya. It gathers Catalan organisations that implement activities in the social-educational field.

Our main goal is to promote international volunteering, understood as a tool for personal and community development and social transformation.

We promote international volunteering mainly in 2 ways:

- Sending Catalan volunteers to the world to do workcamps, mid and long term projects (also EVS), trainings, youth exchanges, etc...
- Hosting international volunteers in the workcamp projects that our member organisations organize.

We are really concerned about inequalities and environmental issues, that's why:

- We support youngsters with fewer opportunities so that they can also participate in this kind of experiences
- We promote sustainable practices both in the projects in Catalunya and in the travels our volunteers do to their projects.

EVS IN COCAT

The role of the volunteers who will participate in our EVS project will be to support the incoming and outgoing volunteering areas. It means one of the volunteers will be supporting the work that is done to host volunteers (incoming) and the other one will be supporting the work that is done to send volunteers (outgoing).

Here you'll find a summary of the tasks that each volunteer will carry on during the EVS project:

- **Incoming**

PREPARATION OF DOCUMENTS TO START THE WORKCAMPS SEASON:

Workcamps programme

The first step to start the workcamps season is to prepare a detailed programme with all the information from the local partners (member organisations) to provide to the international partners in the Technical Meeting we annually do with Alliance, our international network.

Let's work together

A document that shows the interests of our member organisations in developing international projects with our international partners

Best practices report

This report is prepared from the evaluations of the previous season workcamps.

Infosheets

Detailed informative document to send to the volunteers that will participate in Catalan workcamps (it includes some general info about cocat and catalunya and detailed information about the project, how to get to the meeting point, contact person, ...)

REGISTRATION

Once all these documents are ready, the registration process starts. It's time to keep in touch with international organisations to see the volunteers they send and contact with local organisations to see what volunteers they can host. The incoming EVS volunteer will have to deal with motivation letters, visa invitation letters and other documents.

SUPPORT TOOLS FOR WORKCAMP LEADERS

The member organisations look for their own workcamp leaders and COCAT gives the necessary support in order to provide the international perspective when preparing the workcamp leaders to be able to manage and lead the camps.

TRAINING FOR CATALAN VOLUNTEERS IN COCAT INTERNATIONAL WORKCAMP

Together with the training for outgoing volunteers, COCAT organise a training for the Catalan volunteers staying in Catalunya for their workcamp.

VISITING AND PARTICIPATING IN WORKCAMP:

The volunteer will have the opportunity to participate in a workcamp if he/she wants to. Anyway, he/she will visit the Catalan workcamps during the summer season with the rest of the team.

EVALUATIONS:

At the end of the workcamps season is the time for evaluations. The incoming EVS volunteer will go through the evaluation forms and also will participate in the evaluations meetings to understand and better get to know the experiences of the Catalan volunteers in COCAT's workcamps.

ANNUAL REPORT:

Out of the evaluations from volunteers and from our member organisations, we produce an annual report that represents what has happened in our workcamps during the whole year and a best practices report that highlights the most positive aspects and examples we can promote among our international partners.

SUPPORT TO LONG TERM VOLUNTEERING:

The volunteer will help the long term volunteering coordinator to spread LTV and EVS vacancies among Catalan volunteers willing to participate in a long term project abroad. He/she will also participate in the informative speeches about EVS and the pre-departure trainings for Catalan volunteers starting the EVS experience.

PERSONAL PROJECT:

In the second part of his/her project, the volunteer will have the opportunity to develop his/her own personal project in collaboration with the other EVS volunteer. It should be related to the promotion of international voluntary service:

- producing informative material
- participating in informative talks
- updating the web and the social networks
- publishing articles and posts in our blog

Outgoing

INFORMATION:

The first step for a volunteer that wants to go abroad on a workcamp is to be well informed, so the first thing the outgoing EVS volunteer will do is going to be related to this (picking-up the phone and answer e-mails giving information to volunteers, informative talks...)

REGISTRATION:

The next step is the registration process. The outgoing EVS volunteer will support the registration process by using our database and contacting international organisations.

TRAININGS:

Volunteers that participate in workcamps have to attend a training before leaving. The outgoing EVS volunteer will support COCAT's team in the preparation and implementation of the training.

VISITING AND PARTICIPATING IN WORKCAMPS:

The volunteer will be given the opportunity to participate in a workcamp if he/she wants to.

Anyway, he/she will be visiting the Catalan workcamps during the summer season with the rest of the team.

EVALUATIONS:

At the end of the workcamps season is the time for evaluations. The outgoing EVS volunteer will go through the evaluation forms and also will participate in the evaluations meetings to understand and get to know better the experiences of the volunteer sent by COCAT.

VOLUNTEERS MEETING:

In autumn COCAT prepares a meeting, on a Saturday, to have an informal meeting with our volunteer. It's time to prepare future projects for them... and for our EVS volunteers!

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Common parts of the project

- Possibility to participate in a workcamp/training or to support a volunteer with fewer opportunities.
- Participation in talks about workcamps and/or long term projects to promote volunteering.
- According to the initial language level of the volunteer, he/she will receive a basic course of Catalan and/or Spanish.
- Information service to volunteers (phone calls and e-mails management).
- Personal project: related to communication and promotion of international voluntary service opportunities for young people.

Requirements for EVS volunteers

Strong motivation for youth voluntary projects.

Experience in volunteering.

Good English level and basic Spanish level.

Consciousness that the project will have a big administrative part (although in the summer the project gets more dynamic).

Will be positively valued

Having participated in a workcamp or in other international youth projects (youth exchanges, trainings, ...).

Will to learn Catalan and ability for foreign languages.

IWITH.ORG

The foundation iWith.org is a non-lucrative foundation, based in Nyon (Switzerland) and Barcelona (Spain) with beneficiaries in 4 continents and funded in 2001. The aim is to help active in the development of regions and population with fewer opportunities. We give active assistance in the opportunities that are offered by the internet to organizations. We work on communication and information technology as a tool for solidarity and social improvement. We are responsible for building/developing websites, from content to design. Furthermore we help networking between NGOs, coordinate and manage projects internationally.

The project in which we invite the volunteers to participate is to change the world into a better place through the use of information technology. The activities will lie in maintaining international communication, working and connecting with different NGOs. Volunteers with active participation and curiosity are a must.

EVS IN IWITH.ORG

One of the aims of this project is to involve volunteers in the daily work, with autonomous activities supervised by the staff, contributing with opinions and participating in the support process with NGOs. Volunteers play a very important role, as it is based on long-term collaborations where all parts make contributions and learn in this new and exciting environment, where Internet and non-profit world meet.

The tasks will be established for each volunteer according to their knowledge, concerns and learning skills. Usually, volunteers provide their international point of view to our communication actions and participate in their design and implementation.

iWith.org provides two different positions for the volunteers who participate in the EVS program. One volunteer will dedicate his work to graphic design and communication while the tasks for the second volunteer will be related to international relations and communication.

Graphic design and communication

This consists in all tasks that are related to graphic design. You will operate for different NGOs and social entrepreneurs. Therefore the tasks are diverse. The volunteer will contact, under supervising, with the client and will manage the work. Communication is therefore an important part in the program, knowing how to interact with the client is crucial.

CORPORATE IDENTITY:

The volunteer will be in charge of making the corporate identity for different clients, both NGOs as social entrepreneurs. There will be space for creative thinking and expression, but always bounded to the client's needs. The volunteer will have the possibility to develop his/her skills.

HTML AND WEBSITE BUILDING:

The volunteer will gain knowledge about the use of html and website building. Therefore the volunteer will be free to experiment new technologies that iWith.org provides for this purpose.

SOCIAL MEDIA:

The volunteer will be in charge of keeping up-to-date web contents like Facebook, Twitter and other social media. This consists in finding relevant information and communicating it to the audience.

PERSONAL PROJECT:

In the second part of his/her project, the volunteer will have the opportunity to develop his/her own personal project in collaboration with the other EVS volunteer. It should be related to the promotion of international voluntary service:

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International relations and communication

This consists in all tasks related to international relations and communication. Depending on the volunteers' interest and knowledge, he/she can work together with the different clients of the iWith.org foundation, helping them to achieve their goals. The volunteer will also have an introduction about the business field, helping with administrative tasks.

INTERNATIONAL RELATIONS:

The volunteer will be in contact with the different organizations iWith.org works with. He/she will communicate and be involved in their projects and help them to achieve their goals. Therefore the volunteer will participate at meetings and Skype conversations in order to discuss the different problems NGOs face and will be triggered in critical thinking, brainstorming and finding solutions.

CONTENTS:

The volunteer will have the opportunity to write for different forums, websites and blogs about different subjects related to international affairs as well as website technology. In addition, there will also be the possibility to translate contents for several webpages and forums.

ADMINISTRATIVE:

Next to international relations and newsletters, the volunteer will also have an insight in the more administrative part of an organization. The volunteer will gain knowledge of the insights of how an organization works and will have tasks related to this, like data management of the different NGOs we work with or the upload of content on different forums. The volunteer can as well take part in the management of annual events.

PERSONAL PROJECT:

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- producing informative material
- participating in informative talks
- updating the web and the social networks
- publishing articles and posts in our blog

Requirements for EVS volunteers

Strong motivation for non-profit projects

Advanced use of Internet, browsers, e-mail and social networks

Good English level

Consciousness that the project will have a big administrative part

Will be positively valued

Experience and interest in graphic design, photography, video or blog writing.

Will to learn Catalan and ability for foreign languages (we usually work with English, French, Spanish and Catalan)