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AYUNTAMIENTO DE ALBACETE
CONCEJALÍA DE JUVENTUD

EVS INFO PACK FOR APPLICANTS



“World Citizens ” YOUTH CENTER ALBACETE, SPAIN

EVS info pack for applicants- Project “World Citizens”
Ayuntamiento de Albacete. Concejalía de Juventud
voluntariado@ayto-albacete.es
www.albacetejoven.es



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CONCEJALÍA DE JUVENTUD

DEAR APPLICANT,

We are looking forward to meet you at Concejalía de Juventud, Ayuntamiento de Albacete!

We hope that this info pack will contribute to increase your understanding of our EVS vacancy and that it will give you useful information about our association and the environment we offer to our volunteers.



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ABOUT THE VACANCY

Activities proposed:

Project activities: 03/02/16 - 31/01/17

The volunteer will work with different target groups: seniors, kids, young people, volunteers...

He/she will:

- Organize and support daily (or at 2-3 days intervals) voluntary activities for young people, elders, women, children...
- Organize and support the promotion of the activities (newsletters, blog, leaflets and other kind of advertisement);
- Participate in EVS and Erasmus+ promotion;
- Organize evaluation materials for the participants
- Write blog articles by telling his/her own stories, the stories of volunteers and projects from the area;
- Organize free conversation point aimed to young people where he/she will speak his/her native language;
- Learn Spanish language and culture
- Help developing the Youth Center, by organizing and supporting activities for young, offering the required information to citizens, by offering own suggestion on how to improve the communications process...
- Support and organize big events by the Youth Center like (Europe Day, Youth On Move, No car Day, Voluntering Day, Youth Information Day....
- Suggest and realize his/her own ideas

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- Difussion and dissemination of Youth Information in High Schools and different information points in the city.
- Organize and conduct guided tours Young Center

Expected learning outcomes:

- The volunteers will learn about the political and institutional organization of Albacete and Castilla La Mancha, just as the youth organization and youth associations organization environment, about the reality of associativism and volunteering in the autonomous region.
- The volunteers will acquire knowledge about marketing and advertising
- The volunteers will develop skills in the youth work, teamwork, resource management and peer education fields
- The volunteers will learn about organization of work, they will learn to speak in public
- The volunteers will improve their skills in the use of Spanish language spoken and written
- The young volunteers will learn about information: selection of relevant information, knowledge and data processing,
- The volunteers will improve their digital skills: image and text processing
- The volunteers will learn the techniques of youth information, youth work from the point of view of information to young people, the chances that youth information centers to provide youth, European and international networks of information.
- The volunteers will learn the basics of governing youth information from a public centre according to the European Youth Information Chapter
- The volunteers will learn train as monitors activities
- The volunteers will learn skills in interaction with young people and settlement, in group management and the implementation measures of prevention of risk.
- The volunteers will acquire skills to adapt methods/communications/activities to different targets (youngsters-scouts-elders);
- The volunteers will acquire knowledge of different methods of non-formal education like discussion moderator, energizers or team building;
- The volunteers will learn awareness of intergenerational education;
- The volunteers will develop attitude to work in an international team;

- The volunteers will acquire skills to project, implement and manage his/her own sport projects
- The volunteers will develop communication skills in English and other languages (Spanish and his/her own mother language, other)
- The volunteers will acquire knowledge of communication strategy and promotion skills
- The volunteers will learn digital competences (digital software for promotion and/or video editing)
- The volunteers will acquire social skills as group building, crisis prevention etc. by managing different group of people
- The volunteers will develop entrepreneurial attitude, by proposing and implementing his/her own ideas.

ABOUT YOU

We generally look for volunteers who are dynamic, creative, sociable, patient and that know what they want to do.

You have to be motivated, willing to learn Spanish, able to work in a team, be sociable, flexible and creative: we would like to host people with interesting hobbies, with their own ideas and open to different cultures. Strong motivation, willingness to see and to do something new, curiosity about the world and other cultures are welcome.

Selection criteria

The candidate's profile comes to terms with the conditions requested in the Erasmus+ Program. The Program is opened to all the volunteers between 18 and 29 years old resident in one of the country of the program or in one of the partner countries.

You must have European Sanitary Card.

We will give priority to those candidates showing:

- Commitment to the project we will give priority to those candidates that have the possibility to participate to the project during all its duration and that are aware of their commitment to the project. We are looking for volunteers that are open to new cultures and are willing to learn from their participation.

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- Motivated interest in participating to the project.
- Experience in developing activities of volunteering and with young people.

Among those candidates that have this profile we will give priority to the candidates that have the right skills to develop the project in a better way (knowledge of Office, Spanish, social and communicative abilities, ability in active listening, orientation to help, experience in working with young people, with new technologies and in European programs for youngsters.

HOW TO APPLY

Reference: Project “De joven a joven”

Dead Line: 15/9/2015

Dates of the project: 03/2016 – 31/01/2017

Contact: voluntariado@ayto-albacete.es

The application pack consists with:

- 1. Curriculum Vitae (CV) in English, Europass format;**
- 2. Cover/Motivation Letter.**

We will contact all volunteers who fulfill basic expectations and we will communicate with them through mail, discussing possibilities and opportunities (skype interview). The volunteer will be selected according to his/her motivation to work with us and according to the skills they have (see "selection criteria").

ABOUT US

THE HOSTING ORGANISATION:

The youth department of the City Hall of Albacete is a department that develops politics of local youngsters.

Objetives:

- To make easier the participation of youngsters in the development of the city.
- To promote experimentation during the Young age as a non-formal learning process.
- To offer a good information system to young people as a support to their plans towards their adult age
- To prevent risks associated to young behavior

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- To improve the quality of the programs and the improvement of the services offered to youngsters.

In order to get all this, the youth department develops actions that are organized in the following way:

- PARTICIPATION AREA: This area has the goal to support the civic involvement of young people providing resources, advices and training to create opportunities to participate. In this context they develop the following projects:
 1. OPJA-office of information and support for group initiatives developed by young people (associations or informal group).
 2. YOUTH CENTRES NETWORK: self- management space opened to initiatives of young people, spare time activities offered to inform and to train: this area count on a total of 7 youth centers decentralized in the territory.
 3. BANK OF TOOLS FOR YOUNGSTERS- service of loan of documents and tools for youngsters that wants to develop project of cultural young initiative or sport activities opened to the city.
 4. YOUNG VOLUNTEERING- Support and diffusion of young volunteering in the city. This section gives information and support to volunteering organizations and to young people that want to work in the volunteering area. It also develops project of municipal volunteering: *Hermanos pequeños* that is a program in which youngsters play as guides for children arrived from other countries; *La gramola* that is an intergenerational volunteering program; *Aprendiendo* that is a program that gives scholar support to children and youngsters of the Welcome House; *Ocioteca* that is a program with children of the Welcome House to organize activities for the spare time and trips; *Amigas* that is a volunteering program of spare time shared between young women victims of violence and young women volunteers; *Torre de Babel* linguistic exchange program.
- SPARE TIME AND CULTURE AREA: Through the participation to spare time activities this area wants to develop experiences and learning opportunities of young people. The association promote projects that want to share equality, respect, intercultural values with the goal to prevent risks that are associated to some models of young free time, all this with the background of non formal education.
- There are activities of long duration (internet centre, youngsters club, Nova Onda – radio station with young people-, Nova TV – digital television with programs for young people-, circus school -short course about circus technique-); *Pillaos por la diversion*: three months activities program to spend the free time.



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- HEALTH AREA: the main goal is to prevent risks in relation with young behavior. It develops two projects: *Alcazul*, drugs' prevention, and *Asexorate*, a program of information and training about sexual affection.
- MOBILITY AREA: workshops about trips and travels; hello Europe (linguistic exchange program), Europe direct office
- CENTRE OF INFORMATION TO YOUNG PEOPLE: Information about projects, events, course, scholarships, etc. that can be interesting for youngsters

Our current EVS volunteers

You can check our [volunteer's blog](#) page.

Our volunteers:

- **Simone Caldara** from Italy
- **Lavinia Sirotti** from Italy
- **Sabrina Martin** from Italy
- **Karina Costa Do nascimento** from Alemania

ALBACETE

The project is realized in the city of Albacete, in the south- west of the Central Meseta. It is one of the capitals of the province of the autonomous community of Castilla La Mancha and it is also one of the most populated city with 170.475 inhabitants.





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The volunteers will work together in the Youth Centre, that is situated in the city centre in c/ Collado Piña, 14.

They will work from Monday to Friday (10-14; 17-19.30h) with 2 days off (Saturday and Sunday), except for those situations in which there will be the

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necessity to work in the week end for some special events. In this case the volunteer will have anyway 2 days off the next week. The volunteer can ask for holidays in any moment Speaking about this before with organization and if it does not interfere with the activities of the Youth Centre.

<http://www.albacetejoven.es/mapa.htm>



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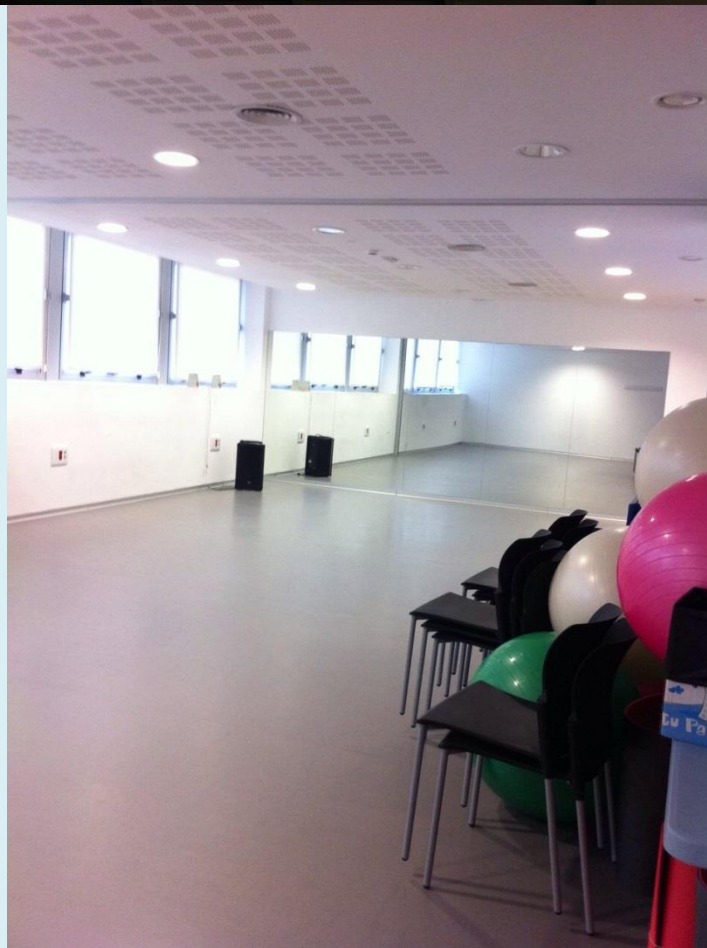
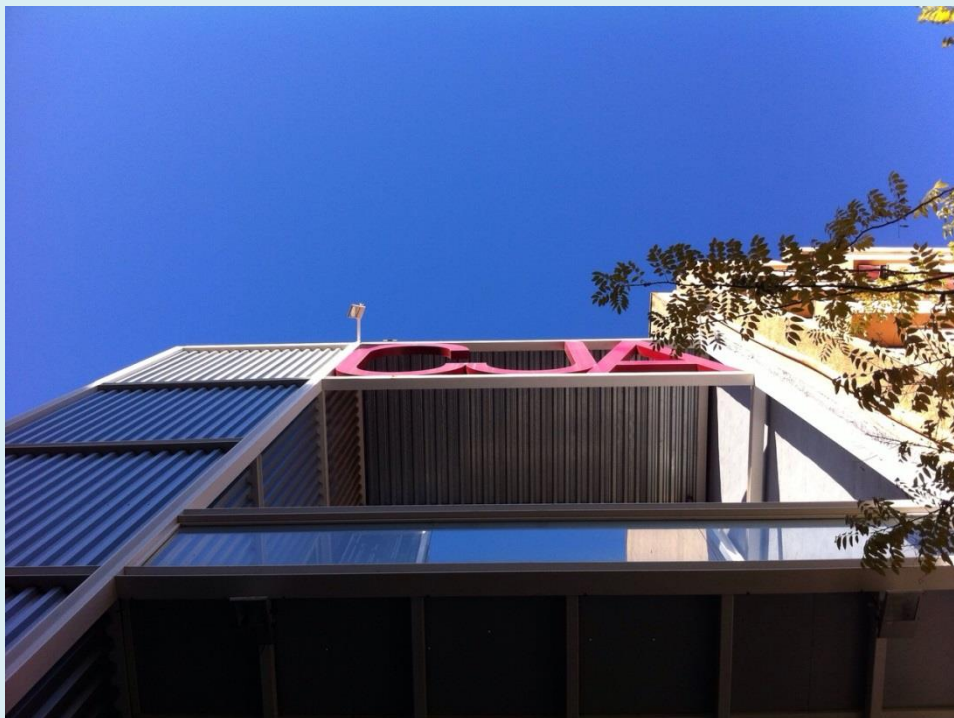
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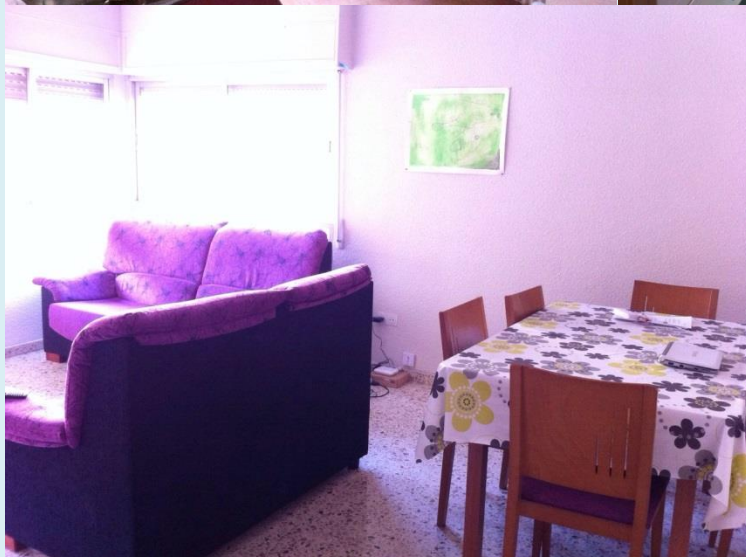
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Accommodation:

The volunteers will live all together in a flat close to the work placement, c/ Octavio Cuartero 44 3A, Each volunteer Will have his own room and there will be common areas: 2bathrooms, kitchen, living room.

The flat is provided with heating, hot water, elevator, internet Wi-Fi





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The local transport that we offer consists in a bicycle for each volunteer.

Volunteers have 150€ per month to buy food. This amount consists in an account in a supermarket (El Corte Ingles) where they can go to buy food or other things they need. The amount of each purchase will be deducted from their account. At the end of the month the remaining money will be added to the money of the following month.

Every month the volunteers will receive the pocket money within the first 10 days with a bank transfer, 105€ per month. In order to receive the amount the volunteers have to open an account in the same country in which the association do the transfer. To do that they need a passport. If the volunteers

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don't want to open an account in Spain the money will be transferred to their international account.

For what it concerns Spanish classes we are waiting for new dispositions from the national agency about the e-learning tools.

Volunteers can participate in their free time to the activities of the Youth Centre for free and they also can go for free to the Filmoteca where they show movies every day.

<http://www.albacete.es/es/webs-municipales/filmoteca/agenda>

Moreover the Youth Center will provide 1-2 tickets to assist to shows in the theatre (theatre, ballet, music), and they will be support to participate in leisure activities they would like