



Zavod Volontariat  
SCI Slovenia,  
Ljubljana

## Call for 4 EVS Volunteers

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**Zavod Volontariat**, a branch of the worldwide international organisation and peace movement Service Civil International (SCI), is a non-profit and non-governmental organization, established in 1991, **aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service**. Our main activities consist of organising: (national and international) seminars and trainings, short-term voluntary projects (workcamps, youth exchanges and initiatives) and long-term voluntary projects (Global Education Network of Young Europeans and European Voluntary Service).

As a leading Slovenian organisation in the area of international volunteering and global learning, we want to devote an EVS project "Itchy Feet? Learn About International Volunteering" mostly to the implementation of a **series of promotional activities and opportunities in the field of international volunteering and non-formal learning**, with an emphasis on opportunities for youth participation in ERASMUS + programmes. Within strategic EVS projects we will carry out **promotional activities with a focus on smaller towns and rural areas in Slovenia**.

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## CALL FOR VOLUNTEERS

Therefore, this year Voluntariat is looking for **4 EVS volunteers**, aged between 18 and 30! Volunteers will bring international dimension into the organisation and its projects, and help out in the office, with focus on **promotional workshops in rural areas** and continuing activities within our **Club of Volunteers**, started by our previous international volunteers.

The four volunteers will have **different assignments**, which is why we ask you to specify for which placement you are applying and to focus on this specific placement in your motivation letter. All of the assignments will be dynamic and intertwine with one another. The first volunteer will be in charge of the **coordination of workshops in rural areas and the coordination of Club of Volunteers**, the second volunteer will **cooperate with other youth organisations** and help out with the workshops in the rural areas, the third will be in charge of **graphic design** for Voluntariat and its projects, and the fourth will take on the role of the **placement officer for SCI projects**

### **Coordinator:**

Assistance in the coordination and implementation of Club of Volunteers activities and strategic EVS in rural areas. The volunteer will perform innovative promotional workshops in rural areas with local volunteers and help organise activities of Club of Volunteers with the help of other EVS volunteers.

### **Mladi Zmaji Assistant:**

Assistance in coordinating and implementing activities of the strategic EVS in the local environment. The volunteer will cooperate with the associations [Mladi zmaji](#) and [TiPovej](#), and to improve performance, most of their work will be completed at the office of the Mladi zmaji, with some in the TiPovej office. The volunteer will be in charge of contacts with young people, finding and supporting local youth initiatives - helping young people in the process "from idea to reality", and working on the project "Green Love" -

creating an incubator of quality of urban life, education, support and implementation of local initiatives and help in transferring the acquired knowledge into partially privileged areas.

### **Graphic Designer:**

Assistance in designing promotional material for the EVS project and Zavod Voluntariat, recording and designing promotional activities, recording stories of former international volunteers, and carrying out activities within the project and the Club of volunteers.

### **Placement Officer:**

Support in the management of incoming and outgoing [SCI](#) volunteers, organising and facilitating activities for workcamp organisers and management of their initiatives, assistance in the preparation of volunteer records and agreement on cooperation, implementation of activities within the project and the Club of Volunteers.

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## **DURATION OF THE PROJECT**

The project will begin in **January 2018** for all volunteers, and will be **12 months long**. The first few days after your arrival we will also provide orientation day(s) and a one-week workshop on the topic of non-formal education, volunteering, and promotion of EVS in rural areas in Slovenia.

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## **HOW TO APPLY**

Send us your **CV and motivation letter, both in English**. Your motivation letter should answer the following questions:

- Why did you choose Zavod Volontariat and this particular project?
- What do you expect to learn and experience during your EVS?
- What can you bring to the work of Zavod Volontariat?

As an EVS volunteer you will also develop **your own personal project**. If you already have an idea on what this project could be, please let us know in the motivation letter. Keep in mind this is not a requirement, but it can be an added value to your application.

The deadline for application is **30th of September 2017** for all four placements. Please send your application to **programi@zavod-voluntariat.si**. Shortlisted volunteers will be notified by the middle of October and final results will be announced at the end of October.

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## WORK SCHEDULE

You will work with the Volontariat team for about 35 hours per week. Working hours of Volontariat are from Monday to Friday from 9am to 5pm, when the majority of the activities are carried out. The Mladi Zmaji Assistant will mostly work in the office of Mladi Zmaji Association and in youth centres in Ljubljana.

As said, some of your activities will be carried out around Slovenia, and sometimes you will work in the evening and on weekends (due to realization of certain activities within Club of Volunteers or trainings, seminars and evaluation), these working hours will be compensated by some hours off during the week. Summer will be the busiest period.

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## REQUIREMENTS:

As our new volunteers will be joining a young and international team, we expect from them to:

- be **MOTIVATED** to learn and share knowledge and skills;
- have good **EDUCATIONAL** and **SOCIAL SKILLS**, to be able to work with several target groups;
- have good command of **ENGLISH**;

- have good COMMUNICATION SKILLS and motivation to cooperate with colleagues and with active volunteers;
- have an OPEN MIND and FLEXIBLE ATTITUDE towards working hours, especially in busy periods;
- have a RESPONSIBLE attitude and take INITIATIVE towards your tasks;
- be able to WORK in a TEAM;
- have good COMPUTER SKILLS (Microsoft Office, email, internet);
- have ADMINISTRATIVE and ORGANISING SKILLS; and
- be able TO LIVE INDEPENDENTLY and to fill in your own free time.

## **GAINS:**

In exchange, Voluntariat will offer you:

- a WARM WELCOME and ORIENTATION DAY(S) after arriving to Ljubljana;
- TRAINING on the topic of non-formal education, global education and international volunteering
- a CHALLENGING and FULFILLING placement;
- lots of opportunities to JOIN Voluntariat ACTIVITIES and MEET NEW PEOPLE;
- nice colleagues and a lot of SUPPORT in your job;
- Slovene LANGUAGE COURSE;
- a MENTOR who will give you all the needed personal support;
- the possibility to participate in NATIONAL and INTERNATIONAL meetings and trainings;
- paid ACCOMMODATION in a shared house with your own room; and
- covered TRAVEL EXPENSES up to 290 EUR, INSURANCE and a BUDGET for food and pocket money.