



PROUD VOLUNTEERS FOR SOLIDARITY



VOLUNTEERING IN THE FAE FOUNDATION'S OFFICE

YOU WILL BE JOINING 12 VOLUNTEERS FROM OUR
ONGOING PROJECT

ARE YOU INTERESTED IN ART, SOCIAL MEDIA, EVENT
PLANNING AND THE NGO SECTOR?

DO YOU HAVE STRONG LEADERSHIP SKILLS AND
TEAMWORK SPIRIT?

APPLY TODAY!

ABOUT THE COORDINATING ORGANIZATION

The Foundation of Social Integration Prom was established in 2004.

We've been hosting ESC volunteers in our children's center, Brave Kids project, our office, Polish kindergartens and schools in Wroclaw since 2009. Apart from ESC projects, we're also involved in local projects that support the integration of people and groups of people at risk of marginalization and social exclusion such as children from disadvantaged backgrounds, Roma minority, and people with mental health issues.

We are looking for 1 volunteer (EU or non-EU resident) to work in the FAE Foundation's office in the city of Wroclaw.

Please read the criteria below and apply by sending us the documents mentioned at the end of this info pack before the 22nd of November 2023.

ACTIVITY DATES: March 1st - July 31st 2024 (5 months).

YOU ARE ELIGIBLE TO APPLY IF YOU:

- 1 are between 18 and 30 years old
- 2 have not done any European Voluntary Service / European Solidarity Corps project before.
- 3 have a clean criminal record (a relevant document should be sent to us after the recruitment).
- 4 are fluent in English

CHECK OUR MEDIA CHANNELS:



www.evs.wroclaw.pl



[evs.wroclaw](https://www.instagram.com/evs.wroclaw)



[EVS in Wroclaw](https://www.facebook.com/EVS.in.Wroclaw)



[What volunteers say about their experience](#)

FRIENDSHIP ART EDUCATION FOUNDATION

is looking to host 1 volunteer. English required.

 [Foundation's Website](#)

 [Lelenfant Project](#)

Lelenfant Project



The tasks of the volunteer will be mainly related to but not limited to the following main activities:

- Intercultural Urban Gardening Project - workshops for children and seniors
- European Mobility Week
- Lelenfant project



The volunteer will support Lelenfant 2024 edition of the project by assisting with many elements of planning, preparation and production, including (but not limited to):

- researching and maintaining contact with specific artistic groups;
- researching grants and sponsors for groups (companies, consulates, embassies, etc.); coordination of elements of the program (assistance to instructors who work with the children, leaders of international groups, support in coordination of local volunteers); managing expectations, collecting necessary paperwork, helping to arrange logistical details;
- creating and updating documents for the project (e.g. invitations, cooperation agreements, etc.);
- writing descriptive and promotional materials for the project (for patronage, social media, promotion, website, etc.);
- participating in weekly staff meetings and assisting in creating a schedule of events;
- presenting about ESC to Volunteers, Group Leaders and Host Families;
- preparing workshops related to the topic of climate change and global education;
- developing and coordinating of activities for local participants (meetings for host families, children, and local volunteers);
- preparing and leading intercultural, ecological workshops (including teaching languages) for local children
- contributing to project reports with information about individual projects they supported.

The volunteer will have 6 hours of volunteering work per day in the foundation's office. One extra hour per day (5 per each week) will be used to prepare new activities, to reflect and for other activities in the project outside the hosting organisation such as work for the local community, dissemination of results, obligatory meeting with the team etc.

In addition, the volunteer will have the opportunity to develop an independent project for the local community, contribute their ideas and vision for the educational program for the children, and help with the production of the project in Poland and abroad.

Volunteering hours in the office are from 10am to 4pm. The volunteer's tasks will vary from day to day depending on the project's needs and participant's interests so there really is no typical day! For instance, one day the volunteer might spend several hours in the morning sending reminder emails to different groups to request certain documents or information or maybe work on a post for the Lelenfant website. The volunteer may take a lunch break when it works best with their work progress (it's a good idea to check in with any project staff with whom you are working on a task just to let them know that you are taking lunch). The volunteer can choose to bring their own lunch or get lunch at one of the restaurants nearby.

In the afternoon, the volunteer may spend time working on managing social media, updating content on the website, producing promotional materials or documents, or working on an independent project of their own design. Some evenings or weekends, there may be additional meetings, workshops or promotional events in which the volunteer will participate. For example, training and meetings with host families, and the volunteer may be asked to organize a workshop or activity for host family children during this time. These extra hours can be made up with additional time off on a case-by-case basis.

Once a week (more often in the weeks leading up to the Lelenfant project itself), the project staff and the volunteer will have an operational meeting to discuss progress on various tasks. The volunteer will also have a weekly check-in with their tutor to check in on how work is going, clear up any questions, and set goals for the next week.

In addition, during the time of the Intercultural Urban Gardening project or Lelenfant local edition itself there are many activities taking place: the volunteer may have more volunteering work hours due to the demand of the project. In this case, extra hours will be compensated. During the project, the volunteer may also choose what to focus the energy on in consultation with project staff.



WE WOULD LIKE TO HOST A VOLUNTEER WHO:

- IS ABLE TO COMMUNICATE IN ENGLISH WELL (KNOWLEDGE OF POLISH WOULD BE AN ASSET!)
- IS INTERESTED IN NON-GOVERNMENTAL SECTOR (NGO), SOCIAL MEDIA, PR
- IS NOT AFRAID OF OFFICE WORK: EMAILS, SPREADSHEETS AND INVOICES
- IS RESPONSIBLE, TRUSTWORTHY AND PUNCTUAL
- IS GOOD AT WRITING, TAKING PHOTOS AND SHOOTING VIDEOS
- IS AN INDEPENDENT USER OF BASIC PHOTO/VIDEO EDITING PROGRAMS
- IS PROFICIENT IN SOCIAL MEDIA
- IS EXPERIENCED IN EVENT MANAGEMENT OR READY TO LEARN HOW TO ORGANISE GROUP EVENTS
- IS ABLE TO WORK INDEPENDENTLY
- WANTS TO LEARN POLISH
- HAS GOOD ORGANIZATIONAL SKILLS
- IS CREATIVE AND IMAGINATIVE
- IS FLEXIBLE, FRIENDLY AND HELPFUL
- IS POSITIVE, OPEN AND HONEST
- IS WILLING TO WORK AND DEVELOP IN A MULTICULTURAL ENVIRONMENT
- IS WILLING TO EXPLORE IN PRACTICE THE SUBJECT OF NGO MANAGEMENT (FINANCIAL, LOGISTICS, HR, ETC.)

PRACTICAL ARRANGEMENTS AND WHAT IS PROVIDED



- Polish language course (twice a week, 4 school hours).
- Obligatory on-arrival and mid-term training in Poland.
- 6 hours of work per day (35 hours in host.org. per week + 5 hours for extra activities outside the host.org.).
- All the required medical examinations, 4-day training in our office to get participants started, health and safety training in host.org. are provided at the beginning of the project.



- Monthly pocket money is 150 EUR a month.
- Food money is 650 PLN a month. This money is enough to buy basic food to cook at home, not to go to restaurants.
- Reimbursement of the travel costs from the city of origin to Wrocław and back (up to the amount based on the ESC Distance Calculator, the excessive amount will be paid by the participant).
- Local transportation card (for trams, buses and night buses).



- Place in a double room in a flat shared with other participants or students (with Internet access, equipped kitchen, clean towels and bedsheets). The flats have a "student standard".
- Mentor's support throughout the entire project.
- Support of a special mentor and additional support (e.g. psychologist) for participants who experience obstacles in their lives (health issues, geographic, social, educational, economic obstacles).



WHAT WILL YOU GAIN?



- increase your language skills (learn the basics of the Polish language, deepen your knowledge of English);
- improve your leadership skills and learn how to manage group projects;
- gain a wide experience for future professional life;
- become more flexible and ready to adapt to changes in the environment after such a long stay in a foreign country);
- improve your digital skills by using a variety of tools);
- develop self-organized activities/ workshops, learn how to plan and manage your time and finances;
- observe work of different professionals and learn from them (instructors, event managers, etc.);
- become more confident, responsible and mature;
- through regular meetings with the mentor and analysis of progress you will find the most effective way(s) for you to learn;
- have a better understanding of cultural differences and to be able to accept them;
- learn how to promote a project and its results/values within the local community by taking action and make new friends!

APPLICATION AND SELECTION PROCESS

The whole recruitment process will be held by the Coordinating Organization the Foundation of Social Integration Prom.

IMPORTANT

After reading all the applications we will contact pre-selected candidates for an online interview. You might be asked to talk with the representative of the hosting organization. Final results will be announced within 14 days after the interview.

DEADLINE

Apply before the 24th of November 2023. Applications will only be considered if the required documents are fully completed.

CONTACT US

If you have any questions and you would like to clarify some details about the project, do not hesitate to contact the project coordinator.

Valeriya Farruggia

 evs@fundacjaprom.pl

FOLLOW US

 [evs.wroclaw](https://www.instagram.com/evs.wroclaw)

 [EVS in Wroclaw](https://www.facebook.com/EVS.in.Wroclaw)

 [What volunteers say about their experience](#)

APPLY BY:

1

Filling out a questionnaire
[Click here to open it!](#)

2

Sending your CV to
evs@fundacjaprom.pl

3

Sending
your Motivation Letter to
evs@fundacjaprom.pl