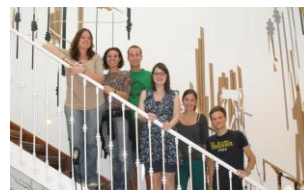


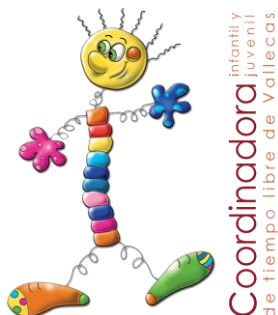
Coordinadora infantil y juvenil de tiempo libre de Vallecas

THE PROJECT MAINLY CONSISTS OF DEVELOPING TASKS IN AN ASSOCIATION OF COORDINADORA INFANTIL Y JUVENIL DE VALLECAS.



THE ORGANISATION

“Coordinadora Infantil y Juvenil de Tiempo Libre de Vallecas” (Child and Youth Platform of Leisure Time Organisations of Vallecas) is a non profit organisation created by youth organisations whom work with children and young people with less opportunities from the neighbourhood of Vallecas. In total there are 21 associations – every volunteer will be placed in one of them.



Since June 2005 Coordinadora is in charge of the implementation and running of the Centro Europa Joven Madrid (European Youth Centre of Madrid).

This centre tries to be a resource that puts Europe and its opportunities at disposal of young people in Madrid and provides information and assessment to young people in topics like European mobility, European institutions and run projects as EVS, Youth Exchanges and Seminars and Training or Language Workshops.

YOUR ACTIVITIES

Your activity will be divided in two parts: you collaborate with children in your organisation Of Coordinadora Infantil y Juvenil de Tiempo Libre de Vallecas and you have to do some office work in the center of Europa Joven Madrid.

• TASKS IN ASSOCIATION OF COORDINADORA INFANTIL Y JUVENIL DE TIEMPO LIBRE DE VALLECAS

For their tasks in the associations in Vallecas it's important that the volunteers get to know the school system in Madrid, as well as the living conditions of the children and youngsters who participate in the out-of-school activities, like scholar support and free time activities. The district, the resources in Vallecas and above all the methodology and philosophy of educators and volunteer's work from the associations.

The activities are:

- ✓ Helping with the leisure time activities in the association
- ✓ Helping with their school support tasks.
- ✓ Participating in weekend trips and summer camps

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The volunteers will have an active role in the team meetings, in the preparation of activities, planning, meeting with the educators and volunteers, and their opinions will also be considered.

We would like that the volunteers takes initiative, brings their own ideas, plans and develops any activity in which they are interested and we will try to realize them if it's possible.

• TASKS IN CENTRO EUROPA JOVEN MADRID

There are two types of activities: A few volunteers spend more time in the office and less time with the children in their organisation. And the other ones spend more time with the children and less time in the office. Please, indicate in you questionnaire which option would you prefer. Therefore the volunteers have different tasks in the office.

The tasks of the volunteers who spend more time at the office:

- ✓ Support the information sessions about EVS.
- ✓ Helping with the monthly newsletter of Centro Europa Joven Madrid
- ✓ Organising Conversation workshops
- ✓ Helping with office work

The tasks of the volunteers who spend less time at the office:

- ✓ Organising Conversation workshops



But they will also have the opportunity to make their own suggestions and propose new ideas.

THE ADAPTATION PERIOD

During the first two weeks of October the volunteers will be involved in a cultural adaptation, time supposed to make their arrival and integration in the local community and their tasks in the projects easier. Before arriving they will get a "Welcome Pack" containing all the documents and information to have a basic knowledge about Madrid, in order to make the first time in Madrid easier and helping them to get used to the city.

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AFTER THIS ADAPTATION PERIOD, BEGINS THE ACTIVITY!

First of all, they will have an On-Arrival Training where all volunteers from Madrid meet and get the basic facts of being a European volunteer. They will continue with Spanish lessons, what we intend to be intensive in the beginning and not so intensive when they know a bit more of the language. The Spanish lessons will be combined with the other daily activities of the center.

AN EXAMPLE OF THE TIMETABLE COULD BE:

	morning	afternoon
Monday	Spanish class	Association of Coordinadora Vallecas Scholar support and Free time activities
Tuesday	Spanish class	Association of Coordinadora Vallecas Scholar support and Free time activities
Wednesday	Spanish class	Association of Coordinadora Vallecas Scholar support and Free time activities
Thursday	Spanish class EJM: Support in the center, web page, newsletters, team meeting	Association of Coordinadora Vallecas Scholar support and Free time activities
Friday	Spanish class	EJM: Language workshop, help in the office

WORKING HOURS AND FREE DAYS:

The volunteers will work about 30 hours a week, from Monday to Friday but it's also possible that some activities take place during the weekend. If this happens they will have additional free days. They will have 2 free days each month (20 in total), and it has to be arranged between organizations and volunteers when they will enjoy this free days, but sometimes like in Christmas and in the holy week they will have obligatory holidays from within the 20 days, because the centres are closed.

FOOD AND ACCOMMODATION:

They will get food Money at the beginning of each month and they can organize themselves as they want. The accommodation will be in a single room in a shared flat, but normally the volunteers won't live together.

LOCAL TRANSPORT:

The volunteers will get the monthly transport card, which allows taking every public transport in Madrid.

POCKET MONEY:

The volunteers will receive each month 105 € as pocket Money.