



ESC – EUROPEAN SOLIDARITY CORPS VOLUNTEERING PROJECT

'YOUTH4YOUTH'

6 months
October 2019 – March 2020

INFO-KIT FOR CANDIDATES

KEAN – Cell of Alternative Youth Activities
Athens – Greece

Dear candidate,

Welcome to our European Solidarity Corps Volunteering Project, which will be implemented in the city of Athens in Greece.

The project 'Youth4Youth' is organized by KEAN – Cell of Alternative Youth Activities and will host participants, who will develop their voluntary experience through our organization.

In this document, you can find a description of the project, its objectives, activities and learning outcomes, as well as practical information.

CONTENT

1. About ESC Volunteering Projects (former EVS project)	2
2. The Coordinating & Hosting Organisation	2
3. The Volunteering project "Youth4Youth"	3
Main Tasks	4
Expected Learning Outcomes	5
Participating Organisations	6
Profile of participants - volunteers	6
Registration in the European Solidarity Corps Portal	7
4. About Practical Arrangements	8
Dates & Duration	8
Working Schedule & Days Off	8
Support & Guidance	8
Online Linguistic Support	9
Accommodation	9
Local Transportation	10
Food Allowance	10
Pocket Money	10
Insurance	10
Certification (Youthpass)	11
Travel	11
Reimbursement of Travel Costs	12
5. How to apply	12
Contact Info	13

1. ABOUT ESC VOLUNTEERING PROJECTS (FORMER EVS PROJECT)

Volunteering Projects allow young people aged 17-30 to express their personal commitment through unpaid and full-time voluntary service for 2-12 months in another country within or outside European Union.

A Volunteering Project can include between 1-30 volunteers. Volunteering Projects' participants contribute to the daily work of the organizations dealing with youth information, environment, arts and culture, inclusion, civic engagement, intercultural learning, youth policies etc.

2. THE COORDINATING & HOSTING ORGANISATION

KEAN – Cell of Alternative Youth Activities is a non-profit organization, founded in 2004 in Athens, Greece aiming at the development and implementation of projects and activities for the protection of social and physical environment. Its ultimate goal is upgrading the lives of young people and vulnerable social groups, combating social exclusion and poverty, fighting against environmental degradation, promoting a better organized society with respect for human rights and the environment and promoting the spirit of volunteerism and active citizenship.

The strategy of our organisation is to pursue a range of projects and activities using a variety of methods and focusing on the needs and priorities of each geographical area and each different group, while through them we have succeeded in mobilising all social groups, such as people with fewer opportunities, unemployed people, people at the stage of rehabilitation and immigrants.

Since its foundation in 2004, NGO KEAN has gained substantial experience in the development, management and implementation of projects and activities both at national and European level and a large and reliable network of partnerships and collaborations including a range of organizations and institutions from the public and private sector.

Many years now KEAN is working on the development of volunteerism in Greece and has gained plenty of experience in the management and development of voluntary groups for urban environmental development. The organisation within this framework has created and coordinates a permanent network of volunteers – "The Volunteer Network of the park Antonis Tritsis" which currently consists of 170 volunteers and organizes systematically a wide range of voluntary activities both for the protection and development of the urban "Park Antonis Tritsis" and of other parks and regions of Attica.

Educational and training workshops, scientific research and analysis, round table discussions, volunteering activities, sport events, dissemination, visibility and awareness raising activities are included among the activities pursued by our organisation.

3. THE VOLUNTEERING PROJECT 'YOUTH4YOUTH'

The project "Youth4Youth", which is a Volunteering project which will take place in the city of Athens in Greece and will last for 6 months (184 days + 2 travel days), is going to involve in total 4 young people between the ages of 18 and 30, coming from Cyprus, Italy, Spain and Slovakia.

The main topics addressed by the activity are cultural diversity and exchange as well as intercultural dialogue, environmental awareness, quality use of youth free time and volunteering.

During the activity, the volunteers will contribute with their ideas, knowledge and skills to the implementation of qualitative activities for local youngsters in need of empowerment. They will engage in diverse activities for young people such as language exchanges, cultural tandems, art labs, music workshops, environmental laboratories, coding lessons and more.



The participants-volunteers of the project "Youth4Youth" will undertake the following tasks during their volunteering activity:

MAIN TASKS

- Developing and organising the weekly activities of the "Youth Center" in collaboration with the task coordinator.
 - Preparing the sessions of the "Youth Center" (language exchanges, cultural tandems, art labs, music workshops, environmental laboratories, coding lessons, etc.). Designing an accurate plan, preparing needed materials and logistics.
 - Implementing and supporting the activities of the "Youth Center" (Reception of beneficiaries, registration, preparation of space and logistics equipment, implementation of the undertaken activities)
 - Implementing dissemination & visibility activities to promote the "Youth Center" and the services offered and dissemination of results.
 - Searching for new volunteers for the support of the "Youth Center" activities (e-mails, announcements, phone communication).
 - Organising and conducting meetings with other organisations, institutions and groups, for the networking and support of the "Youth Center".
 - Organising and attending coordination meetings with old and new volunteers, involved in the "Youth Center", evaluating the provided services and planning new ones.
 - Implementing care and maintenance activities of the space of the "Youth Center".
 - Being actively involved – participation and support – in the operation of "The Volunteer Network".
The Volunteer Network operates with the aim to organise-arrange systematically voluntary activities in different regions of Attica, with a special focus on urban parks and urban green areas, which are precious and important for people's lives, as well as to participate and assist in voluntary activities organised by other NGOs, voluntary groups and other private and public bodies.
- The Volunteer Network contributes to a wide variety of tasks and activities, such as, creative or/and educational activities addressed to young people/students/ children, organisation & implementation of voluntary activities (cleaning activities, emergency response and assistance to natural disasters), planting activities/ gardening activities, care, maintenance and preservation activities in parks, urban green spaces and gardens, painting/ beautification and maintenance activities.*
- Developing and disseminating an online brochure which will describe your experience.
 - Implementing dissemination and visibility activities promoting your volunteering activity and the European solidarity Corps program, as well as project's results.
 - Attending language courses on the OLS Platform of the European Commission.
 - Attending weekly monitoring and evaluation meetings with the task coordinator and the mentor.

EXPECTED LEARNING OUTCOMES

By participating in the project "Youth4Youth" you will gain or/and improve the following knowledge, skills and behaviours:

-  The ability to organize voluntary initiatives for the quality development of young people's leisure time and their awareness on contemporary social issues.
-  Develop environmental awareness, gain knowledge about major environmental issues and develop competences to carry out environmental workshops for young people.
-  Get to know other cultures, develop intercultural skills and the ability to engage in intercultural dialogue.
-  Skills to conduct intercultural activities for young people and develop tolerance towards diversity.
-  Get to know other languages and acquire skills in organising language exchange initiatives.
-  Raise awareness on contemporary social issues such as cultural diversity, immigration, racism, poverty, bullying etc.
-  Develop creativity, knowledge and competences on the use of the arts for learning purposes.
-  Learn about non-formal education and develop skills on applying it.
-  Learn how to develop and undertake initiatives and strengthen your active citizenship, participation and belonging.
-  Develop skills on the use of technological media and acquire basic knowledge in programming.
-  Develop skills on the use of social media, on the creation of communication material and on the implementation of communication activities, as well as computer skills, emails-writing skills and the ability to use and develop audio-visual material.
-  Develop team spirit and the capability to work and cooperate within a multicultural environment.
-  Develop or/and improve communication skills, self-confidence and self-esteem and acquire the ability to undertake self-assessment and to monitor your own learning process and progress, as well as improve your ability to take decisions and set goals.
-  Improve and upgrade English language skills and learn a new language – the Greek language.

PARTICIPATING ORGANISATIONS

Coordinating / Hosting Organisation:

KEAN – Cell of Alternative Youth Activities, Greece

Partner / Sending Organisations:

Spain: ASOCIACION BUILDING BRIDGES

Cyprus: PLANBE PLAN IT BE IT

Italy: ASSOCIAZIONE EUROPALMENTE

Slovakia: ADEL – Association for Development, Education and Labour

PROFILE OF PARTICIPANTS – VOLUNTEERS

The project “Youth4Youth” is open to all young people, including people with fewer opportunities (social or economic obstacles, cultural differences, etc.) and the participants – volunteers must:

- ✓ Be 18 – 30 years old; ¹
- ✓ Have been enrolled in the European Solidarity Corps Portal;
- ✓ Have good command of the English Language since this will be the language of the project;
- ✓ Be creative and interested in cultural, art and environmental affairs;
- ✓ Be able and eager to work and cooperate constructively with vulnerable social groups;
- ✓ Be characterized by tolerance and have a keen interest and need to offer their voluntary services, to undertake initiatives and get in touch with their peers in an attempt to achieve common goals;

¹ ***Please consider the following:***

Lower age limits: Participants must have reached the minimum age at the start of the activity.

Upper age limits: Participants must not be older than the indicated maximum age.

- ✓ Be highly motivated and interested in contemporary social issues related to cultural diversity and exchange, environmental awareness and quality development of young people's leisure time;
- ✓ Be willing and interested in implementing all the planned activities of the project described above and contributing to any other activities of the hosting organisation.

We will count positively:

- ✓ Any previous experience or/and knowledge in the fields of the project.
- ✓ Any previous involvement in voluntary activities at local level.

REGISTRATION IN THE EUROPEAN SOLIDARITY CORPS PORTAL

In order to strengthen the cohesion and foster the solidarity in European society, a European Solidarity Corps has been set up by the European Commission to create a community of young people willing to engage in a wide range of solidarity activities, either by volunteering or gaining occupational experience in helping to resolve challenging situations across the European Union and beyond.

In its initial phase, the European Solidarity Corps builds on the currently existing EU Programmes. One of the principal funding schemes contributing to the European Solidarity Corps is the European Voluntary Service. The European Solidarity Corps will thus give impetus and greater visibility to European Voluntary Service activities, while putting volunteering at European level within a larger framework and adding further long-term volunteering opportunities.

More information about the European Solidarity Corps Initiative and the online registration process: https://europa.eu/youth/solidarity_en.

For volunteering activities within Programme Countries organisations must carry out the selection of the volunteers among the pool of young people registered in the European Solidarity Corps.

For this reason, please do not forget to register your profile [in European Solidarity Corps – Initiative](#).

4. ABOUT PRACTICAL ARRANGEMENTS

DATES & DURATION

The project "Youth4Youth" will run for 6 months (184 days + 2 travel days), starting at October 2019 and ending on March 2020. You will be further informed for the exact dates of the project in order for you to book your flight tickets.

WORKING SCHEDULE & DAYS OFF

30 hours per week (6 hours/day, depending on the needs), 5 days per week which also include staff meetings and language lessons and 2 consecutive days off per week (the exact days will depend on the weekly schedule).

What is more, each volunteer will have 2 days of holiday per month, however, request of days off or any other changes related to the days off, must be notified at least 7 days in advance to the Task Coordinator of the Hosting Organisation, who will give the final answer.

SUPPORT & GUIDANCE

Through the whole project, a **Mentor** will provide personal support to the volunteers through the regular meetings with them and will be the link between the volunteers and the rest of the people involved in the project.

The Mentor will provide psychological support and help to the volunteers, will mediate any conflicts and help in crisis situations that may occur, will help the volunteers to get integrated within the organisation, the project and the local community and will assist them in dealing with administrative procedures or healthcare system in our country, if necessary.

A **Task Coordinator/ Supervisor** will monitor the overall progress of the project, the volunteers and the tasks and activities carried out by them. Will set along with the volunteers the long-term plan of the project's activities and supervise it, will set and monitor the educational aims of the project and will ensure practicalities such as accommodation, language support, pocket-money, local transportation, days off and holiday.

ONLINE LINGUISTIC SUPPORT

Main Working Language of the Project "Youth4Youth": English

The Erasmus+ programme provides to the young volunteers Online Linguistic Support (OLS), in particular the possibility to use the OLS Platform in order to improve their knowledge of the working language before and during their mobility. Participants with a good level of the main working language will be able to follow an OLS course in the language of the hosting country – in the Greek Language.

ACCOMMODATION

The volunteers will be accommodated in an apartment on the 5th floor of a building in the city centre of Athens (*5 minutes far away from the Electric Railway Station and the Metro Station and 2 minutes away from the bus stop*) and will be hosted in **double-rooms shared with another volunteer** of the same gender.

The apartment is fully equipped and its characteristics are the following:

- ✓ 1 Living room
 - ✓ 1 Kitchen
 - ✓ 2 Bathrooms
 - ✓ 3 Wide shared bedrooms (Each bedroom hosts 2 people)
 - ✓ Hot water through boiler
 - ✓ Heating and cooling through air conditions
 - ✓ Towels, Sheets, Pillows, Blankets
 - ✓ Free unlimited Wi-Fi internet connection
 - ✓ Shared washing machine
- ✗ Cleaning service is not provided therefore volunteers are responsible for the tidiness and the cleaning of the apartment.

The conditions of the accommodation will be known and previously accepted by the volunteers.

LOCAL TRANSPORTATION



Our organisation is covering the transportation of the volunteers from the accommodation to the workplace and vice versa. Each volunteer will be provided with a **monthly transportation card** for local unlimited transportation with all means (Metro/ Bus/ Train, etc.).

FOOD ALLOWANCE

Each month the volunteers will receive **"food allowance"** - a specific amount of money which will be used to cover food needs and amounts to 100€/ per month.

POCKET MONEY

Each month the volunteers will receive **"pocket money"** – a specific amount of money which is set by the Erasmus+ Programme Guide according to the standard of living of each country. In this case, the pocket money for Greece amounts to 150€/ per month.

INSURANCE

European Commission provides insurance coverage to all the volunteers of the European Solidarity Corps Volunteering Projects through Cigna Health Insurance provider.

The Enrolment of the selected participants in Cigna Insurance will take place prior to departure and at least 14 days before the date of the beginning of the Volunteering Project and constitutes a responsibility of the Sending Organization.

More Information about Cigna International: <http://erasmusplusyouth.gr/wp-content/uploads/2016/02/Cigna-Brochure-2.pdf>

Volunteers, prior to departure and along with their Cigna Insurance and Cigna Card, should also issue the European Health Insurance Card (EHIC), which can be issued by each national health insurance provider.

More Information about the European Health Insurance Card (EHIC):
<https://ec.europa.eu/social/main.jsp?catId=559>

CERTIFICATION (YOUTHPASS)

NGO KEAN will issue **Youthpass Certificate** for each one of the volunteers. Youthpass is the *European recognition & visibility tool for non-formal and informal learning in youth projects*. This certificate certifies and describes the informal learning experience gained through the project and the learning outcomes achieved during the mobility period. Volunteers will work on the Youthpass Certificate through the whole mobility period and with the guidance and support of their mentor.

TRAVEL

The purchase of flight tickets (*Arrival in Athens - Start of the project & Departure from Athens - End of the project*) will be made by the selected participants - volunteers and always in contact both with the Hosting and the Sending organization and according to the approved Travel Grants given by Erasmus+ Programme (see Table below) regarding the travel from the Sending to the Hosting country.

COUNTRY	SENDING ORGANISATION	DISTANCE BAND	TRAVEL GRANT
SPAIN	ASOCIACION BUILDING BRIDGES (City: Madrid)	2000 - 2999	360.00 €
CYPRUS	PLANBE PLAN IT BE IT (City: Nicosia)	500 - 1999 km	275.00 €
ITALY	ASSOCIAZIONE EUROPALMENTE (City: ZAFFERANA ETNEA)	500 - 1999 km	275.00 €
SLOVAKIA	ADEL – Association for Development, Education and Labour (Stropkov)	500 - 1999 km	275.00 €

REIMBURSEMENT OF TRAVEL COSTS

NGO KEAN, having the role of the Coordinating Organization will pay-reimburse the travel expenses to the volunteers after 1 month upon their arrival, up to the maximum grant awarded for the distance of travel and as soon as we receive all related and required documents indicated below:

- Electronic or hard copy/paper Flight Tickets
- Original Invoices of payment
- Original hard copy/Paper or electronic Boarding Passes (Both way direction)
- Original Metro/ Train/ Bus Tickets & their receipts

5. HOW TO APPLY

- ↳ Read carefully the currently Info-Kit.
- ↳ Complete the Online Application Form of the project, according to your country.
- ↳ Attach your Curriculum Vitae – CV (in Europass format) in the Online Application Form.
- ↳ Submit your completed Online Application Form.

Both the Coordinating & Hosting organisation (KEAN) and each Sending Organisation have access to your Application Forms.

Online Application Form for Spanish participants: <https://forms.gle/T8jveq499HUkdLjt5>

Online Application Form for Cypriot participants: <https://forms.gle/uDS6VdsdnaophXMA>

Online Application Form for Italian participants: <https://forms.gle/35NXm3EF71MgeEq47>

Online Application Form for Slovakian participants: <https://forms.gle/Eems8CoGy9aLgPHZ9>

COORDINATING & HOSTING ORGANIZATION:

KEAN – Cell of Alternative Youth Activities

Contact person: Mrs Afroditi Kofopoulou

Email: akofopoulou@kean.gr

Sending Organization for **Spanish** participants: **ASOCIACION BUILDING BRIDGES**

Contact person: Mr. Enrique Gallardo

Email: asociacionbb@gmail.com

Sending Organization for **Italian** participants: **ASSOCIAZIONE EUROPALMENTE**

Contact person: Mr. Simone Privitera

Email: europalmente@outlook.it

Sending Organization for **Slovakian** participants: **ADEL – Association for Development, Education and Labour**

Contact person: Mrs. Lenka Curillova

Email: info@adelslovakia.org

Sending Organization for **Cypriot** participants: **PLANBE PLAN IT BE IT**

Contact person: Mrs. Maria Drakou

Email: planbe.youth@gmail.com

When the process of the collection of the applications will be completed, Skype Meetings with candidates will be conducted.

CONTACT INFO

KEAN – Cell of Alternative Youth Activities

 [Patroklou Street No 57 ,p.c 13122, Ilion / Athens – Greece](#)

 [0030 210 2692 880](tel:00302102692880)

 www.kean.gr

 info@kean.gr

 <https://www.facebook.com/KEAN.gr/>

Do not hesitate to contact us in case of any doubt or for further information.