**Volunteer Profile and Recruitment Process**

Regarding the volunteer profiles, we think that the following characteristics can be useful both to implement the project with success, and to grant a satisfactory experience to the protagonists.

**Interest in the project**: Amycos works towards social change and a fairer society through joint work in different actions: educational and awareness for people of the local community, another in solidarity with immigrant populations in great difficulty, and another, promoting voluntary international program directed mainly to the younger population. Therefore, it is important for volunteers to participate fully in the project, having the desire to contribute actively and agree on the objectives. Under these conditions, the experience can become an opportunity to determine the human and professional growth of the volunteer.

**Experiences and competences:** Considering the tasks that will be assigned, it’s preferable that volunteers have past experiences of work, either volunteer or paid, in a educational sector and should be sensitive and involved in social issue as immigration, cultural differences and poverty. In addition others useful skills are a predisposition for public relations, data gathering, managing of websites and basic Spanish skills will be especially appreciated.

**Personality:** During the project the volunteers will be in contact with the users of the activities executed by Amycos, so they should show, overall, adequate social and communicative skills, to let them work in a group, and in a multi cultural context.

In the recruiting process we will reflect the general openness of EVS and the spirit of the Program and we guarantee transparency. Volunteers will be chosen on the basis of their Curriculum Vitae, Motivation Letter and a Skype interview. We invite the Sending Organizations to preselect the volunteers available and introduce them to the project supporting their candidature and the identification of the work area in which they would take part in. All the documents (completed with CV and Motivation Letter) should be sent to:

sve@rostosolidario.pt

**Context of the Project and Service Description**

**Burgos** is a medium sized city with about 180,000 inhabitants. Geographically, it is located in the central northern Spain between Madrid and Bilbao. It is the birthplace of the Spanish language and was the capital of the kingdom of Castilla. It has a Gothic Cathedral declared World Heritage Site, the same as Atapuerca and the Camino de Santiago. In 2013 it has been declared Spanish Gastronomic Capital and received awards for sustainability as Civitas in 2007, Energy Globe in 2009 and the National Award for Sustainable City in 2011. Burgos University has about 10,000 students, specialized in technical engineering, food degrees and prehistory studies. Its economy depends on the medium-sized company linked to the motoring and agricultural sectors in its province.

AMYCOS works in this town where it was born. Although most of our work is focused on the South, in the city of Burgos, AMYCOS carries out different actions in development education, collaborating too on the reception and integration of immigrants, in teamwork with others NGOs and promoting the volunteering. Our EVS project will involve 3 volunteers coming from different countries (Italy, Portugal, Bulgaria), who will be inserted for 9 months, from April 2016, in the context of AMYCOS´ work in the city of Burgos and its province. In detail, the volunteers involved working closely to AMYCOS’s staff and they will have the opportunity to learn according with the methodology of the “learning by doing”. Actually, the project aims to

involve a volunteer in each of the three main action areas in the following activities.

**The Development Education and Awareness**. The volunteer in this area will be involved in the organization and implementation of several courses, workshops and events with the target to promote knowledge and solidarity values. He/She will take charge of the preparation of the equipments for participants, communicating with them and welcoming them on arrival, preparing classrooms and guided tours of the many exhibitions. The volunteer will be directly involved in the "solidarity" workshops that daily AMYCOS with the support of other organizations provided in the city and in the province of Burgos through the project "Foro Solidario" de Caja de Burgos. These activities are aimed at pupils of Primary and Secondary Schools, as well as, groups of all ages belonging to associations or other groups in Burgos and the province seek to contribute to the education of the students, through knowledge and the promotion of solidarity values, thus awakening attitudes of tolerance, respect and peaceful coexistence.

**Social Action Area.** In this area, the volunteer will participate actively in carrying out a variety of daily activities to support the migrant population of Burgos who are in more precarious situations, promoting their rights and contributing to their social, professional and cultural integration in the city, to enjoy a respectable life. AMYCOS, with his team of volunteers and in collaboration with other organizations of Burgos, carries out various activities in a several spheres. The first one consists of a reception area, where the volunteer will have to register people, who are coming and to present them the different services and the rules to get the

help. Beyond this informative and administrative work, the volunteer will attend day to day the social dining service and the distribution of food and clothes bags. The second sphere is connected with education and training, in this case, in the afternoon the volunteer will attend the Primary and High school support for the sons and daughters of immigrants, they will also participate fully in Spanish classes to facilitate their understanding using languages skills. The last area concern is the immigrant's leisure time, basically the volunteer will promote the organization of events and social activities, such as "The Cafetín " served twice a

day after Spanish classes, indoor soccer games, guided tours to nearby cities, celebrations, parties, etc.

**The promotion of the local and international volunteering.** The volunteer implicated in this area will be involved in the promotion, organization and fruition of trade fairs and charity events, exhibitions and raffles promoted by AMYCOS; for planning and carrying out educational activities to realize with children during the events in Burgos and its province; and in the preparation, participation and delivery of lectures, about local and international volunteering opportunities, as well as, the work that Amycos is carrying out in Latin America with its own projects. Another important contribution of the volunteer will be support the office (project

management, mailings, computer maintenance, photo file management, database management, etc.) and the warehouse management (organization of existing materials, installation and removal of exhibits and the warehouse maintenance). Office activities including matters connected with communication, such as writing articles for newspapers, magazines, newsletters, updating and improving our website, sending emails to publicize initiatives and events. In this last area, the volunteer will have greater freedom to design and

suggest new volunteering and co-operation projects, promoting their ideas and receiving a support by AMYCOS team. Also, the three volunteers will provide practical support volunteering some hours a week in the organization and management of an urban organic garden and boosting ethical purchasing groups in Burgos, contributing to awareness-raising of concepts such as sustainability and food sovereignty which Amycos, in collaboration with other local organizations, is pursuing currently. In all areas the volunteer will have the opportunity to develop his own personal project, contributing with their ideas and experiences to improve AMYCOS activities. This project will grow proportionally throughout the months, during which, the volunteers will enjoy a language training to facilitate the communication inside and

outside of the organization. Language training program will be conducted in collaboration with the "Atalaya Intercultural organization" (<http://www.atalayaintercultural.es/index.php/que-hacemos/area-de-formacion/clases-deespanol-> para-adultos).

This will form a regular part of the service and it will consist of Spanish language classes, designed and adapted for foreigners (inmigrants). The multiculturalism of classes will develop, improve and strengthen the language skills of every users, thus encouraging the active participation. In the beginning the volunteers will be invited mostly to settle in the organization and will be introduced to the social and environmental context of Burgos and its province. With this purpose, the volunteers will be hosted in an apartment found by Amycos and in accordance to the basic qualitative standards. Specifically, the accommodation will be in the city of Burgos (in a single room or twin room) depending on the availability. The sharing of common spaces with other volunteers or Spanish young people will be encouraged with the purpose to create a fun and supportive atmosphere, although at the same time the privacy of the volunteers

will be respected. The volunteers will work for 30/34 hours for a week, including training sessions, monitoring and Spanish classes. All these moments are mandatory being important for the integration and for improvement of language understanding. Each volunteer have two consecutive days off per week (usually on Saturdays and Sundays), although these may change depending on the specific needs of each work area. At these days of rest they can add others two days off per month in according to their tutors. Accommodation costs will be paid by Amycos and the volunteer to receive a monthly allowance of 135 € for the maintenance costs plus pocket money of 105 €.

For the travel cost there is contribution based on the travel distance per participant from their place of residence to the venue of the activity and return (likely to be a maximum of 180 € for the volunteers from Portugal, 275 € for the volunteer from Italy and 370 € for the volunteer from Bulgaria). In any case, **before** completing the purchase of the ticket (just one-way) the volunteer or the sending organization will have to contact with the coordinator of the project, who will give the authorization to go on with the purchase of the ticket.