



Call for 3 ESC volunteers in COCAT

Project name: Multiplying opportunities for volunteers engagement IX

Activity dates: 01/02/2023 – 30/11/2023 (10 months)

Number of volunteers: 3

Hosting organization: COCAT

Contact person: Ariadna Casajuana

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Deadline to receive applications from volunteers 29/10/2022

ABOUT COCAT

COCAT is a platform organization of international work camps organizations in Catalonia. It gathers Catalan organizations that implement activities in the social-educational field.

Our main goal is to promote international volunteering, understood as a tool for personal and community development and social transformation.

We promote international volunteering mainly in 2 ways:

- Sending Catalan volunteers to the world to do work camps, mid and long term projects (also ESC), training, youth exchanges, etc....
- Hosting international volunteers in the work camp projects that our member organizations organize.

We are concerned about inequalities and environmental issues, that's why:

- We support youngsters with fewer opportunities so that they can also participate in these kinds of experiences.
- We promote sustainable practices both in the projects in Catalonia and in the travels our volunteers do for their projects.

ESC IN COCAT

The role of the volunteers who will participate in our ESC project will be to support the incoming, outgoing and the A4A-inclusion/ESC/communication areas.

It means one of the volunteers will be supporting the work that is done to host volunteers (incoming), the other one will be supporting the work that is done to send volunteers (outgoing), and the third one will be supporting the work in the A4A-inclusion/ESC/communication area.

They will be promoting an international voluntary service, producing informative material, participating in informative sessions, updating the web and the social networks, and publishing articles and posts on our website. They will manage administrative tasks and will work in a team in COCAT's office in Calabria street nº 120, postal code 08015 Barcelona.

Here you'll find a summary of the tasks that each volunteer will carry on during the ESC project:

Volunteer supporting INCOMING area

This volunteer will support in:

- WORKCAMP PROGRAM

The first step to start the work camp season is to prepare a detailed program with all the information from the local partners (member organizations) to provide to the international partners in the Technical Meeting we annually do with Alliance, our international network.

- DOCUMENTATION and INFOSHEETS

Detailed informative documents are sent to the volunteers who will participate in Catalan work camps (it includes some general info about COCAT and Catalonia and detailed information about the project, how to get to the meeting point, contact person,...). Once the volunteers are accepted in the workcamps, we need some documents from them such as medical sheets. A big part of the incoming job is to check that we have received and sent all the necessary documents before departure.

- PLACEMENT

Once all these documents are ready, the registration process starts. It's time to keep in touch with international organizations to see the volunteers they send and contact with local organizations to see which volunteers they can host. The incoming ESC volunteer will have to deal with visa invitation letters and other documents.

- TELEPHONE AND EMAIL SUPPORT

The volunteer will contact other volunteers and organizations (nationals and internationals), resolving questions and supporting them picking-up the phone and answering emails.

- TRAINING FOR CATALAN VOLUNTEERS IN COCAT INTERNATIONAL WORKCAMPS

COCAT organizes several trainings before the volunteer's departure. We expect from the ESC volunteer to organize and support this activity with the rest of the team.

- EVALUATIONS

At the end of the work camp season is the time for evaluations. The incoming ESC volunteer will go through the evaluation forms and also will participate in the evaluations meetings to understand and get to know the experiences of the Catalan volunteers in COCAT's work camps.

Volunteer in OUTGOING area

This volunteer will support in:

- INFORMATION

The first step for a volunteer that wants to go abroad on a work camp is to be well informed, so the first thing the outgoing ESC volunteer will do is going to be related to this (picking-up the phone and answer emails giving information to volunteers, informative sessions)

- PLACEMENT

The next step is the placement process; The outgoing ESC volunteer will support the registration process by using our database and contacting international organizations.

- DOCUMENTATION and INFOSHEETS

Once the volunteers are accepted in the workcamps, we need some documents from them such as medical sheets. We also send them an infosheet around 1 month before starting the project. A big part of the outgoing job is to check that we have received and sent all the necessary documents before departure.

- TRAINING FOR CATALAN VOLUNTEERS IN COCAT INTERNATIONAL WORKCAMPS

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Volunteer in the A4A-INCLUSION/ESC/COMMUNICATION area

This volunteer will support three areas: Access for All (A4A) - Inclusion, ESC, and communication (**only national volunteer**).

- INFORMATION

Giving the information to young people with fewer opportunities when the campaign starts. Supporting the A4A (Access for All) area in the creation of a database of entities that work with young people with fewer opportunities and creating an informative newsletter of offers

- PLACEMENT

From March, you will be in charge of contacting international organizations and local organizations to place volunteers with fewer opportunities in their projects.

- TRAINING FOR CATALAN VOLUNTEERS IN COCAT INTERNATIONAL WORKCAMPS

COCAT organizes several trainings before the volunteer's departure. We expect from the ESC volunteer to organize and support this activity with the rest of the team.

- SUPPORT ESC-LONG TERM VOLUNTEER AREA

The volunteer will support the person in charge of this area to disseminate information on long-term volunteer projects, whether European or international. Will be responsible for disseminating through the website of the entity and social networks, about vacant projects of international organizations. The volunteer will produce different informative materials on long-term volunteering.

COMMON PARTS OF THE PROJECT

- **Catalan work camps:** the volunteers will have the possibility to participate in an international work camp as camp leader in Catalonia.
- **Informative sessions:** volunteers will help and organize the informative sessions about work camps and long term projects to promote volunteering.
- **Communication tasks:** producing informative material in social media, website management, and participation in informative sessions. The volunteers will update the web and the social networks, and publish articles and posts on the COCAT website.
- **Language courses:** according to the initial language level of the volunteers, they will receive a basic course of Catalan and/or Spanish.
- **Information service:** give information to the volunteers (phone calls and e-mails management).
- **Post-camp annual volunteers meeting:** volunteers will help with the organization of the meeting at the end of the work camp season. We organize a meeting with the volunteers who participated in voluntary projects during the year, and it will be the responsibility of the ESC volunteers to think about the activities and organize this event.
- **Photo contest:** help with the organization of the photography contest organized by COCAT at the end of the season.
- **Personal project:** in the second part of the mobility, the volunteer will have the opportunity to develop a personal project in collaboration with the other ESC volunteer.

REQUIREMENTS FOR ESC VOLUNTEERS

- Strong motivation for youth voluntary projects.
- Experience in volunteering.
- Good English level and basic Spanish.
- Consciousness that the project will have a big administrative part (although in the summer the project gets more dynamic).
- Motivation and proactivity.

WILL BE POSITIVELY VALUED

- Having participated in a work camp or in other international youth projects (youth exchanges, training).
- Spanish knowledge
- Will to learn Catalan and ability for foreign languages.
- Experience, interest in communication and social media.

HOW TO APPLY

1. Please take your time to fill in this form online:

<https://forms.gle/zCaR2xXVRYvbCcs59>

You can answer it in Catalan/Spanish if you feel like you are able to. We will automatically receive your questionnaire so you don't need to send it by email.

2. Send your CV to voluntariat.ltv@cocat.org.

Mail subject should be: "ESC COCAT 2023"

DEADLINE FOR APPLICATIONS: 29/10/2022

We will only consider the candidates who answer the application form and send us their CV.

After selection, during November 2022, we will only contact the pre-selected candidates.

Meanwhile, look for a **sending organization** from your country and inform them that you're about to start a selection process, so that they can answer quickly if you get accepted in the project.

Good luck!