

# **EVS** coordination




## **Expansion of competences**



EVS stands for European Voluntary Service. It is an international volunteer program funded by the European Commission. The EVS program is available to all young people aged between 17 to 30 years old that are legal European residents. The program lasts between 2 to 12 months and can be carried out in Europe and also in Africa, Asia or South America.

This brochure is the result of a training titled “Training for EVS coordinators- expansion of competences”. The training was a part of an EVS project titled “WE ARE ONE” and it was a secondary activity within the EVS project. The training took place from 2.10 - 6.10.2016. In this period 12 youth workers from Germany, Italy, Portugal and Romania visited different hosting organizations which host EVS projects in the Zasavje region in Slovenia. One part of the training was also devoted to visiting potential organizations that wish to become accredited for hosting. In this period the participants also shared different practices on how to select mentors, what is the role of the sending organization and dissemination of results. Main part of the training the participants were divided in to groups and discussed the work methods and approaches to 3 different key actors involved in the EVS process in coordinating projects. Because of the aim of the entire project we left out the roles of sending organizations and the role of the mentor in this brochure. This brochure is aiming at potential hosting organizations to help them understand the basics of the relationships of coordinating organizations, hosting organizations and the volunteer. In each given chapter the addressed will find something for themselves.

The brochure is divided into three sections:

-  EVS coordinating organizations,
-  EVS hosting organizations and
-  EVS volunteers.

With this brochure we strive to introduce the benefits of coordinating projects, hosting volunteers and participating in such projects for volunteers. This brochure is a guide for organizations that wish to become coordinating organizations and also a guide for organizations that wish to get accredited and start hosting EVS.

Tips included in the brochure are the result of a theory by the youth workers combined with working in the field. During the training we visited different hosting organizations and introduced them to coordinating systems from partnering organizations. We believe that volunteers benefit the most by carrying out their project in multiple organizations which gives them opportunities to experience different fields and expand their competences.

# CHAPTER ONE

## ***VOLUNTEER***

In this chapter the volunteers can see the pros and cons of being involved in projects that involve coordinating and hosting organizations. Is carrying out an EVS project in multi organizations for everyone?

*Do you like to travel?*

*Are you a dynamic youth member?*

*Do you want to be more employable?*

**Then the EVS is for YOU!**

**FIND PURPOSE &  
MOTIVATION FOR  
LIFE**

**EUROPEAN  
CITIZENSHIP**  
  
**Be independant**

**SOCIAL SKILLS**  
  
**Communication**

**PROFESIONAL  
SKILLS**

*Živijo*

*Ciao*

*Szia*

**LEARNING  
LANGUAGES**

*Hello*

*Hej*

*Olá*

*Bonjour*

**CULTURAL  
AWARENESS**

**Meet & respect  
different cultures**



## TECHNICAL GUIDES

*Pros and cons about the mono & multi organizations:*






	<b>Mono organization</b>	<b>Multi organizations</b>
<b>+</b>	<ul style="list-style-type: none"><li>• Deeper connections with the staff,</li><li>• Improve skills in just one field,</li><li>• Easier to adopt and get used too,</li><li>• Better for short EVS,</li></ul>	<ul style="list-style-type: none"><li>• You know many work environments,</li><li>• Improve different skills,</li><li>• More dynamic,</li><li>• Better for long-term EVS</li></ul>
<b>-</b>	<ul style="list-style-type: none"><li>• Too specific skills</li><li>• Can become a ritual working in just one field,</li><li>• Less flexible</li><li>• Less dynamic</li></ul>	<ul style="list-style-type: none"><li>• More difficult to find the right purpose,</li><li>• You need better coordination support,</li><li>• You have to be more flexible,</li><li>• Travel more ( from place to place)</li></ul>

# CHAPTER TWO


## COORDINATING ORGANISATION

This Chapter is for organizations that have been hosting EVS volunteers in the past and have a long history of EVS projects. Maybe it is time to start thinking of also coordinating projects? What can be the benefits for your organization to start coordinating projects?


### AIMS:

-  To offer better project quality
-  To encourage youngsters to become a volunteer
-  To involve different kind of organizations in EVS projects
-  To propose innovative projects
-  To build partnerships between organizations in the local community


### COMMON PROBLEMS:

-  Lack of communication between organizations:

*Example: Hosting organization doesn't have a proper network and coordinating organization focuses only on bureaucracy.*

-  Undefined roles and responsibilities:





*Example: Role of the mentor unclear, crisis management process unknown.*

-  Misunderstanding of the purpose of the EVS:

*Example: Hosting organization doesn't know the aim of the EVS, or what activities can be included in it.*







## ***SOLUTIONS:***

-  Coordinating organization should move towards newly accredited organizations and be an incubator for them by organizing seminars and trainings. Be clear about the purpose of the EVS.
-  Be a mentor for the already established hosting organizations by sharing experiences, practices and building collaborations. Building a network of organizations.
-  Publishing results of the projects (giving numbers) in all partner countries, social media advertising and involving the local community.
-  Ensure quality of the projects through periodical Quality Audit in the hosting organization, mid-term evaluations with the volunteers, monitoring the projects and the people involved. Be ready to adjust the projects thanks to the several organizations involved.

## ***RESULTS:***

The Coordinating organization is not just a back office anymore, but it becomes a “umbrella” organization with the following tasks:

-  Being an incubator for new host organizations
-  Propose collaborations between organizations
-  Create a benchmark of good practices
-  Build a reliability reputation of the network by ensuring the quality of the projects it coordinates

# CHAPTER THREE

## *A GUIDE FOR HOSTING ORGANISATIONS*

This chapter is for organizations who just started hosting EVS volunteer and to those who wish to become hosting organizations. What is the reason to start hosting EVS? What does it bring to your organization?

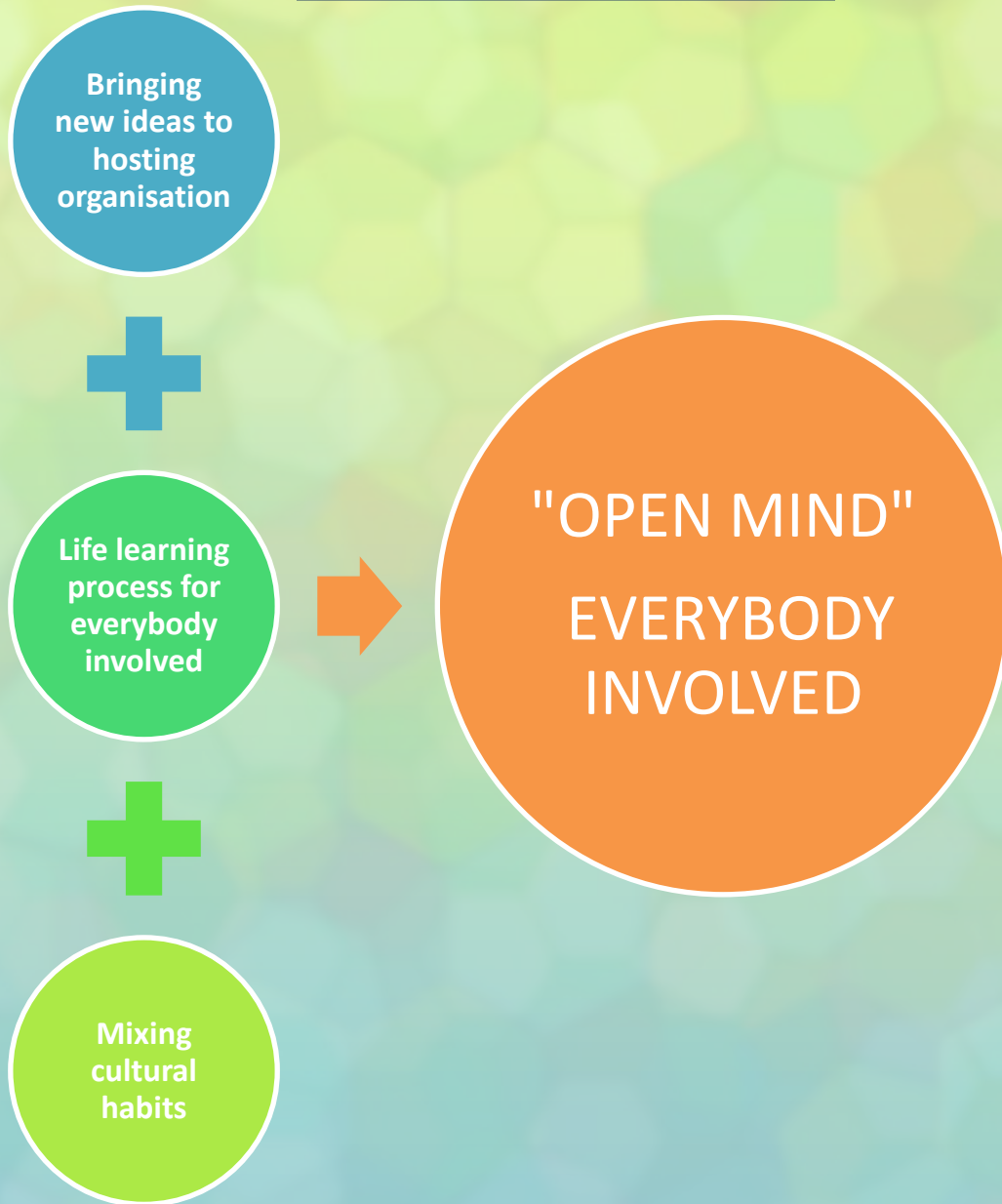
### AIMS

The EVS project brings a better quality life for users of hosting organizations. EVS volunteer brings and promotes culture of the hosting and sending organizations. The volunteers also bring European impact to the local community.





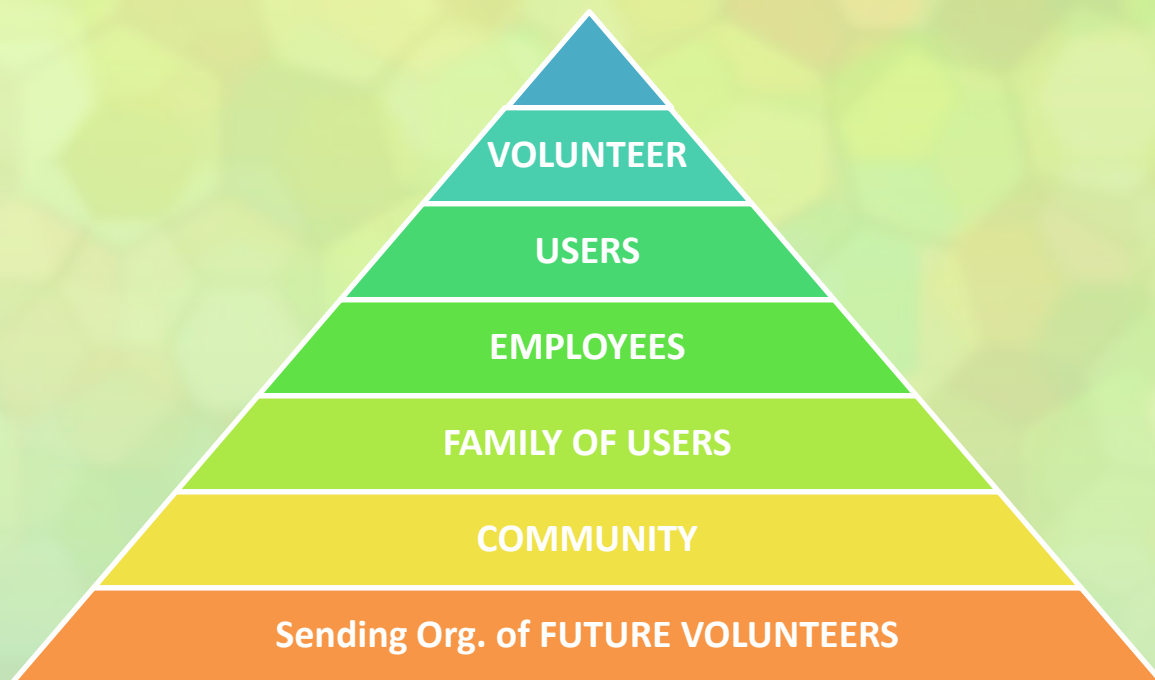
## LIKELY RESULTS



EVS projects bring new ideas to the hosting organization, it's a life learning process for everyone involved and it's a good way to promote cultural diversity. All projects are different and you can have different results, the result that is common to all is that everyone involved becomes more open minded.



# WHO DO WE IMPACT WITH OUR ACTIONS?



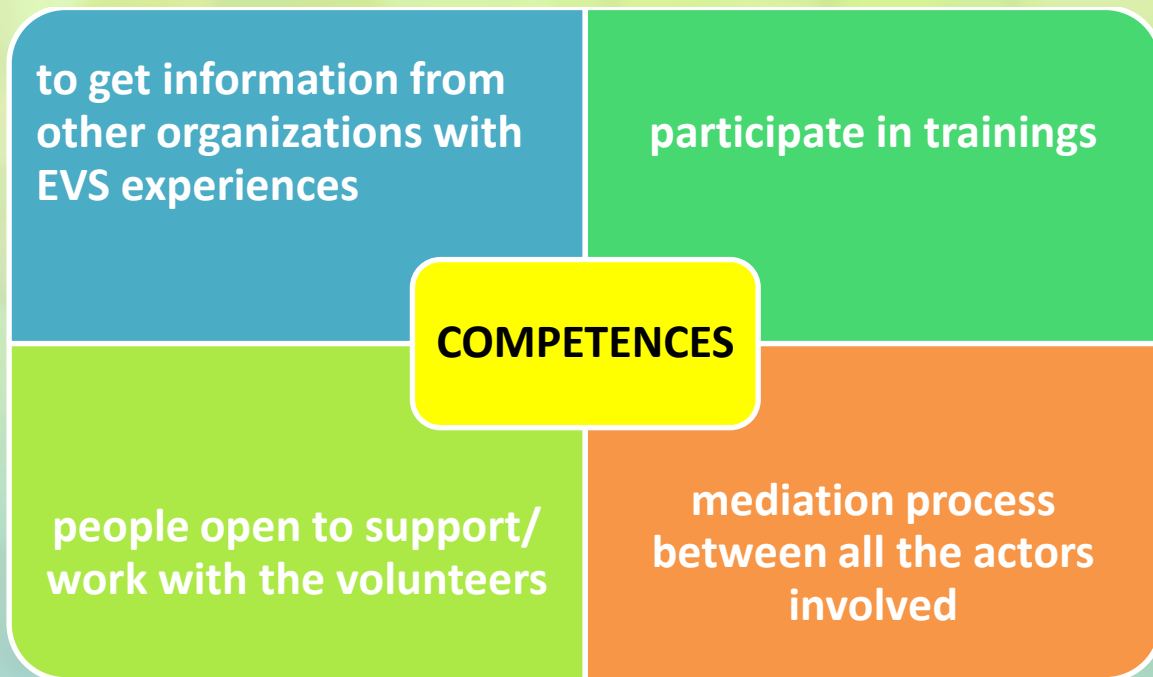
An EVS project involves a lot of people. Each protagonist is essential for the success of the project. This pyramid sums up all the people without whom these projects couldn't be done. On the top of the pyramid are the volunteers because they are the most important actors in this process. We impact on them the most. Therefore, the less impacted, but still important actor, are the sending organizations and future volunteers.

## OUTPUTS

- 🌂 VIDEOS
- 🌂 PHOTO STORY (COLLAGE, TESTIMONY, ...)
- 🌂 SCHOOL TESTIMONIES OF S.O./H.O. VOLUNTEERS
- 🌂 FLYERS (DESCRIPTION OF THE PROJECT)
- 🌂 ARTICLE/PRESS RELEASE TO NEWSPAPERS
- 🌂 NEWSLETTERS

All these products can be used by the sending, hosting and partner organizations on all communication supports (offices, websites, facebook, blogs, etc... )

# WHAT COMPETENCES AND RESOURCES DO YOU HAVE?



All the organizations must have a few competences that are important to develop EVS projects. Don't hesitate to share with other organizations to learn from their experiences, participate in some training that Erasmus+ promotes (SOHO), to have employees or ex-volunteers that are open to work and support the volunteers.



# WHAT DO WE NEED TO GATHER TO GET RESULTS?



It's important to give some space in the timetable for the volunteers to do some of those results during their projects.

## HOW CAN WE COVER THE COSTS?



For the development of EVS projects it's necessary to have:

- ☂ funds to apply for the Erasmus+ program,
- ☂ resources through local partnerships (meals, accommodation, etc...) or
- ☂ internal resources (some national volunteers or ex-volunteers).



These are the people that provided their knowledge and experience in creating this brochure. As can be seen on the photos team effort was necessary to accomplish the task at hand.













# EVS Stories

How is work in two organizations with two different target groups seen by the volunteers? Here you can read the experience of the EVS volunteer Daniel Birkenstock who is part of the project “We are one” in Trbovlje Slovenia.

My European Volunteering Service, short EVS is split into two areas. I work four days a week in Varstveno Delovni Center Zagorje ob Savi, short VDC, and one day a week in Mladinski center Trbovlje, short MCT. MCT is also my hosting and coordinating organization and therefore organizes my stay in Slovenia. I work in VDC from Monday to Thursday every week. It is a center which gives people with disabilities, mental or physical or as in many cases both, the chance to be part of a working environment, especially for people who would have no chance to be employed otherwise. At the same time it is also a place which aims to provide any sort of activities that are often denied to those people in the real world: workshops, traveling opportunities or just a hangout space for people with any kind of disability.



My experience as being part of the institution range greatly, from simply helping with the work given to the different workshops (delavnici), including assembling, gluing and folding, to very specific tasks such as driving around one



user I know quite well by now, sometimes feed him or just simply go for a “walk” with him.

Added to tasks specifically arranged to the needs of a single user, I also participate in the weekly sport activities (usually football and basketball) both as a guidance for the users and support of the employee, but also as a player which often makes me realize that even though I am the healthy one I can still get beaten at the game. Again and again and again. This is probably the most important thing that I learned so far personally.

Even though many of the users have bodies which do not work perfectly and often also brains which do not quite tick like a usual one, they are still all individuals, not only with specific needs, but also specific strengths and preferences. Some like to learn new languages, for example during the German classes that I teach, some like to come around the workshops and do their best to speak English with me even though by now I know some Slovene phrases, like “how are you?”.

However, they want to communicate in a foreign language simply because they like it and want to show how good they are or just because they enjoy it.





My work in MCT is different as day and night, instead of a buzzing of people always around me working, talking and also laughing a lot, it is often only Hauke, Anna, and me who try to plan a new, for now small, project or just



work on an idea we had. While we often get small tasks, either regarding a special event, or for example a promotion video, we also often have time to think and talk about what we would like to do, like to change, like to sound out whether anything towards that direction would be even possible to manage.

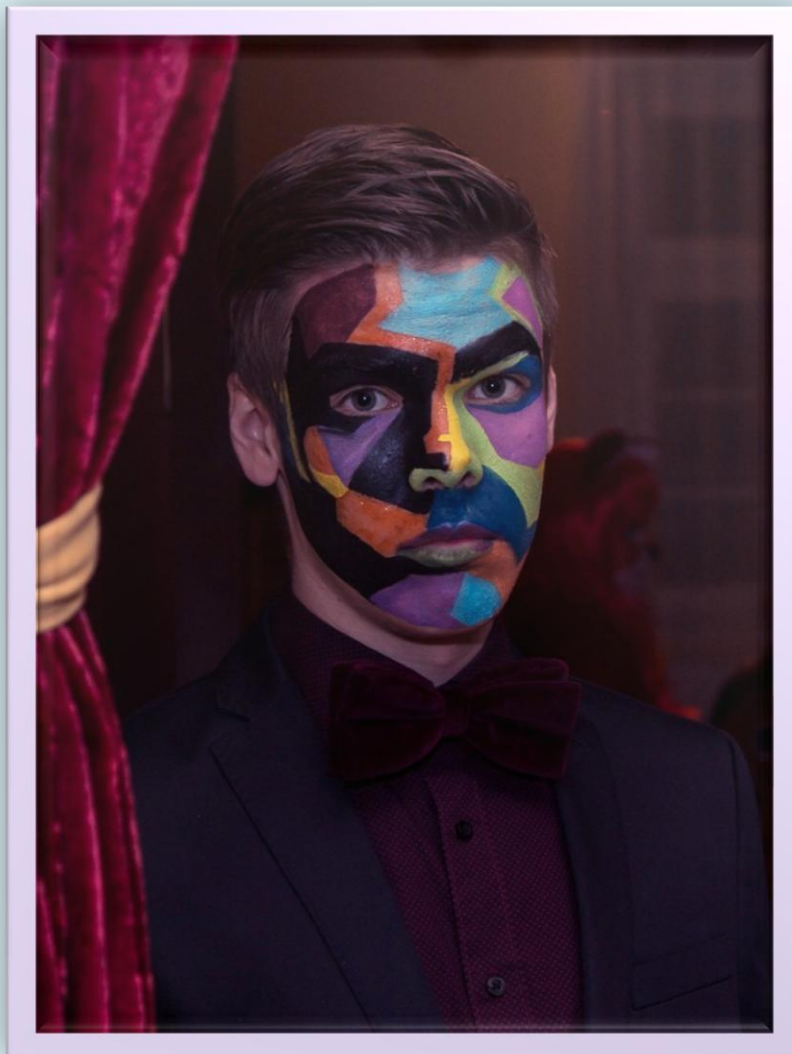
Broadly our project for now is the Klub, the Center's event premises and the heart of many of the projects planned and executed at the MCT. For me this is often probably the most challenging task. It teaches me that to do anything I have to make the first step. While the sheer force of the people running around you at VDC was not an easy one to adapt to in the beginning, my work in MCT is for me an even more challenging one: How to create a project? First step is to develop an idea, check if it is worthwhile and possible to do, then talk to people, get the space and the things needed, maybe involve other people working at MCT, meanwhile the planning goes on already to advertise for it, do the preparations, and then finally execute it on the set date. It teaches me something that I was never really dependent on: the state of being dependent on other people and therefore try to motivate, organize and



up to a certain point pray that everything goes as planned. And especially if things do not work out just as intended, how to fix it myself or find the right people to help me, adding another key ability to my repertoire: flexibility.

Both workspaces in their own ways definitely challenge me in different areas, but one thing that both are heavily connected to is something that I did not get taught in school, which I could not read about in any book.

Whatever I do I will always have to involve others, whether it is me doing something for them or me being dependent on them to do my job right.



*Daniel Birkenstock*






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Applicant of the project "Mladinski center Trbovlje"



### Partners in the project:

-  Associazione del Volontariato Comasco,
-  Asociația de Tineri din Ardeal,
-  Associazione Vicolocorto,
-  Jugendkulturarbeit e.V. and
-  Associação Juvenil de Peniche.