
VOLUNTEER TODAY EMPLOYEE TOMORROW

TOOL KIT

EUROPEAN VOLUNTARY SERVICE



Erasmus+
Changing lives. Opening minds

**Young
Initiative**

www.younginitiative.org



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INTRODUCTION

"Volunteer Today, Employee Tomorrow" Project

With rising youth unemployment rates throughout Europe, finishing formal education no longer guarantees a job. Many young people are looking for solutions, and the European Volunteering Service (EVS) is one of them for thousands of youth every year. But does this Service increase the employability of the volunteers? Can the quality of these projects be raised in order to make the EVS volunteers better equipped for the job market after they return home? How can we do that?

These are the questions that the „Volunteer Today, Employee Tomorrow“ project wanted to find answers to. And in 12 months it involved 36 participants from 9 countries, who started through an intensive 9-day seminar held in Bucharest, Romania, between 26.10.2014 and 03.11.2014. The participants were mostly persons involved in coordinating EVS projects in their organizations or had a key role in organizing or implementing EVS projects.

During the seminar they discussed and brainstormed solutions for youth unemployment, checked the link between youth unemployment and EVS projects, searched for answers and practical solutions to the challenges that they met during their own projects and worked together on a tool kit for other EVS organizations. The group work was dynamic, full of interaction and knowledge-sharing, as non-formal education should be. Through debates, working groups, interactive activities, teambuilding activities and treasure hunts, the participants enhanced their knowledge and learning and became more aware of the advantages and benefits of EVS projects, as well as information on how to increase the quality of these projects, especially in the benefit of the volunteers themselves. With key guest speakers who facilitated sessions and gave inspiring tips, the learning process was much improved and balanced, bringing in more points of view and encouraging critical thinking.

EVS projects clearly need more networking, more cooperation between partners and more knowledge-sharing. We live in a knowledge-based society and better quality is at our fingertips. „Volunteer Today, Employee Tomorrow” started this movement, but the need is much greater.

KEY NUMBERS



Erasmus+

The Erasmus+ programme aims to boost skills and employability, as well as modernizing Education, Training, and Youth work. The seven year programme will have a budget of €14.7 billion; a 40% increase compared to current spending levels, reflecting the EU's commitment to investing in these areas.

Erasmus+ will provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad.

Erasmus+ will support transnational partnerships among Education, Training, and Youth institutions and organizations to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe.

It will also support national efforts to modernize Education, Training, and Youth systems. In the field of Sport, there will be support for grassroots projects and cross-border challenges such as combating match-fixing, doping, violence and racism.

Erasmus+ brings together seven existing EU programmes in the fields of Education, Training, and Youth; it will for the first time provide support for Sport. As an integrated programme, Erasmus+ offers more opportunities for cooperation across the Education, Training, Youth and Sport sectors and is easier to access than its predecessors, with simplified funding rules.

Source: europa.eu



European Volunteering Service – an opportunity for a better job

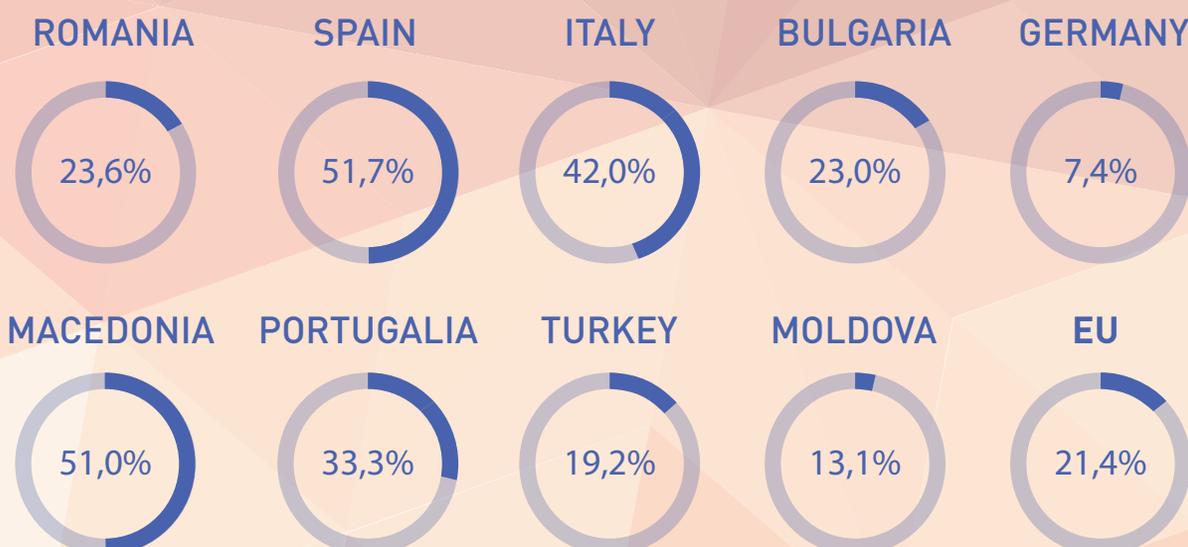
In a macroeconomic context, there is no shortage of work in today's world, but a shortage of jobs (Peter Vogel). In terms of youth unemployment, the economic crisis has brought changes in the employers' economic behavior and lots of insecurity. Among the Member States, the lowest unemployment rates in the last quarter of 2014 were recorded in Germany (7,4 %), and the highest in Spain (51,7 % in February 2015) and Greece (51,1 %) (EUROSTAT).

Even if statistics are referring to youth unemployment as the group **between 15 and 24**, European Volunteering Service is offering opportunities to youngsters **until 30 years old**. High youth unemployment rates do reflect the difficulties faced by young people in finding jobs, but also reveal an important factor: young people are often also employed or unemployed, existing an overlap between labor market and education.

Youth statistics play an important role in evaluating the progress toward the goals set in the **EU Youth Strategy (2010-2018)**:

- ✓ better education and job opportunities
- ✓ promoting the active citizenship,
- ✓ social inclusion and solidarity of young people

In the last quarter of 2014, the participant countries to the project had the following youth unemployment rates (EUROSTAT):



But there are solutions, and there are opportunities.

It is our responsibility, as youth workers, to make youngsters aware of the skills that they could gain through European Volunteering Service, to be assured that we are implementing qualitative EVS projects that count for finding better jobs. There is the need to empower more the young people to start businesses on their own, to fill a gap in today's labor market.

Hosting and Sending Organizations that make job search assistance have positive short-run effects on the termination of unemployment. Trainings have positive medium run effects, particularly if delivered in high quality and tailored to the labor market needs of firms' skill demands, which can be achieved by mobilizing employers and local communities.

This is why in January 2014 the Young Initiative Association Romania conducted a study regarding the views **upon the quality of European Voluntary Service (EVS) projects** of the organizations that are promoting such activities. 84 accredited organizations from 24 countries were contacted through European Commission`s EVS Database and invited to fill the online survey. The results are not statistically representative for the population group and should be used only for guidance and reference.

We are presenting here the main highlights of the study results in order to better justify the importance of the present Toolkit - like a compilation of best practices:

- ✓ **40%** of the respondents have organized more than **7 EVS projects**, while **30% organized only 1 project**. These are the highest occurrences, indicating strong extremes and a temperate middle ground;
- ✓ **76% of the EVS projects** have fewer than 6 volunteers, most of them having between 2 and 5 volunteers;

- ✓ **31% of the organizations** consider their EVS experiences have been good and very good, while 56% would appreciate their experiences as “medium”. 12% of the respondents considered their experiences as bad;
- ✓ **35% of the respondents** value their EVS knowledge as high or very high, while 51% consider it average and above average;
- ✓ **76% of the organizations** consider that their projects could have been better organized if they had access to best practices and an info kit before starting the project, while 20% are not sure;
- ✓ **73% of the respondents** think that the current availability, quality and accesibility of resources for improving their EVS projects is average and below average and should be improved; Only 10% consider it to be high and very high;
- ✓ The most difficult situations encountered by the respondents in EVS projects are finding partners, ensuring visibility and disseminating the results of their projects;
- ✓ **98% of the respondents** think that it`s important and very important for their organization to improve the quality of their EVS projects;
- ✓ The preferred method of sharing experience and good practice is considered to be real-time international meetings (47%), while online sharing comes on the last place (26%).

The study can be found here also:

<http://www.younginitiative.org/quality-challenges-evs-projects-study-results/>

https://docs.google.com/forms/d/1jTIUKNFdMeuOW8ePusZDaiZSy_w6_U_UA1vWMLbPOXc/viewanalytics#start=publishanalytics

How to navigate the Tool Kit



NAME OF TOOL



AIM



WHO CAN APPLY IT/IN WHICH STATE OF THE PROJECT



METHODS TO BE USED



TOOL PROPOSED BY

01

PLANNING

PROJECT PLANNING TOOLS

- > What kind of methods do you use for knowing better the volunteer in the selection process phase?
- > What tools do you use to get to know the future volunteers?
- > How do you adapt the project to the needs of the volunteers?



Volunteers Needs Identification Form



- ✓ Adapting the needs of the volunteers to the proposed project.
- ✓ Knowing better the expectations of the future volunteer that you will host within your Organization for several months.



Host Organization, Stage: Project planning



After selecting the volunteers, we send them a short questionnaire to help us identify their needs better and also adapt the project. The questions include:

- How would you describe your background and how does it relate to your EVS project?
- What do you want to learn and develop during your EVS project?
- What other needs do you have where this project can help you?
- Are you in any situation that can limit your opportunities?
- What kind of support do you need from the organizers (linguistic, intercultural, health etc.)?



Proposed by

Young Initiative Association (Romania)

ASOCIATIA
Young
Initiative



Personal Selection Interview



- ✓ To get to know the person, inform him/her about the procedure for applying for project, get to know his/her preferences, explain the benefits and rule of the EVS programme.



Sending Organization, Stage: Project planning, “before applying for a project”



Verbal conversation in person, scheduling a meeting with the prospective EVS volunteer so he can understand better the conditions and also to check if he fits the profile.



Proposed by

Volunteers Centre Skopje (Macedonia)



www.vcs.org.mk



The EVS project cycle Non formal Education in Youth Work



Planning the learning process of the volunteer in accordance with the following points:

- ✓ Provide reflection time for volunteers; stimulate them for taking notes (absorb the knowledge);
- ✓ Empower their motivation giving them motivating tasks;
- ✓ Provide them with sleeping time / time to rest;
- ✓ Tell them the importance of appreciation of other opinions;
- ✓ Empower the use of social media and Internet exploitation;
- ✓ Provide them with practical examples during the activities explanation;
- ✓ Promote informal debate and discussions between staff and volunteers;
- ✓ Promote respect; develop ice-breakers and energizers during the activities;
- ✓ Planned a structured time for the volunteers;
- ✓ Patience is a virtue so explain this to volunteers;
- ✓ Be open for unconventional ideas that may be suggested by volunteers;
- ✓ Develop energetic activities;
- ✓ Allow them to be emerged in the hosting country culture and promote free time;

For all promoting EVS organizations do not forget the values and conditions of non-formal education:

- ✓ Horizontal approach; Social inclusion; Personal development; Space for experiment; Building skills and attitudes; Understanding; Teamwork; Problem solving skills; Communication skills; Flexibility; Life-changing experience; Learning by doing; Empowerment.



Host Organization, Stage: Preparation of the project and implementation and monitoring (EVS project cycle)



Creating spaces for experiment values, social interaction, development of competences (skills, attitudes, knowledge)



Proposed by

Adamastor – Associação Cultural (Portugalia)  adamastor



Short Video Promoting the EVS Placement



✓ Giving detailed information about the EVS placement through a short video made with free-to-use tools (Animoto, Animaker, Moovly etc.).



Host Organization, Sending Organization, Stage: Project planning



✓ The video is then spread through social media and other online places: Facebook page, EVS groups and web pages. This way the promotion will be different than the classic ones used by most organizations, attracting volunteers.



Proposed by

YMCA Bitola



02

CALL

CALL OF APPLICATIONS, RECRUITMENT & SELECTION TOOLS

- > How do you promote the Call of Applications?
- > What kind of interviews do you use?



Right Volunteer for the Right Projects



✓ Assures the success of a good project by explaining what EVS is about to future volunteers that you want to send or host, ensuring both parties know the real expectations of the other.



Host Organization and Sending Organization, Stage: Call of applications, Recruitment & Selection



A set of questions to have in mind:

- ✓ Why do you want to do volunteering ?
- ✓ Why do you want to go for a voluntary service abroad?
- ✓ Why in this specific organization/project?
- ✓ What do you want to learn during the Service?
- ✓ With what can you contribute?
- ✓ What EVS is NOT?



Proposed by

AGORA Cultural Association (Spain)



Call for Applications



✓ To promote certain project or EVS possibilities in general as well to recruit EVS candidates.



Host Organization and Sending Organization, Stage: Call of applications, Recruitment



✓ A call for EVS volunteers published on the organization's webpage, shared on social networks, outdoor promotion with stands, spreading flyers and talking to potential candidates.

Make sure the Call contains at least: activities involved, financial conditions, accommodation, safety precautions, organizations involved, application procedure and deadlines.



Proposed by

Volunteers Centre Skopje (Macedonia)



www.vcs.org.mk



Skype Interview



✓ To meet the candidates and get to know their way of communication, behaviour, reaction etc., as well the candidates meet the team or the coordinator with whom they will possibly working with, also to save some time instead of sending several mails.



Host Organization, Stage: Recruitment & Selection



✓ The candidate will answer few questions which will not be known in advance, as well the candidates will have an opportunity to ask details about the project and other details they are interested to know.

Include questions about: motivation, experience (including as a volunteer), willingness to work with other volunteer and/or to sleep in the same apartment with more volunteers, other possible commitments that may affect their EVS project.



Proposed by

Volunteers Centre Skopje (Macedonia) www.vcs.org.mk



Local Community “Open Info Days”



✓ Finding directly new trustful candidates among your local community, while also promoting the European Voluntary Service.



Sending Organization, Stage: Call of applications, Recruitment and Selection



✓ Organizing monthly events for sharing information about the future EVS project or youth exchanges: presentations, testimonials of former volunteers. Can be done in schools, universities, markets, public squares, libraries and any other public space that is accesible to you. It’s a great tool for attacting good quality volunteers.



Proposed by

Associazione Culturale LINK (Italia)

associazione culturale





“EVS START!”



✓ Promoting EVS projects to younger people and make information transparent.

✓ Activate your local volunteers and the ones that have made already EVS for testimony and present all opportunities that ERASMUS+ can bring to youngsters even if they are under 18 years old.



Host Organization, Sending Organization, former volunteers, Stage: Recruitment & Selection + Promotion



✓ Organize events in schools, high-schools and collaborate with local authorities to enable new opportunities of development of youngsters and in their education.



Proposed by

KGSC Community Association (Romania)



“1010 Ways To Buy Without Money”



✓ Promoting volunteering and reading in the same time.



Host Organization, Sending Organization, former volunteers, Stage: Recruitment & Selection + Promotion



✓ This event has really simple rules: collect books and “sell” them in a market only for little actions written on bookmarks that the buyer has to make. It’s a very interesting way to create awareness about volunteering and EVS projects and it can reach to a public that usually your organization doesn’t have access.

✓ <http://1010waystobuywithoutmoney.org/>



Proposed by

KGSC Community Association (Romania)



- How do you prepare the volunteer before arriving in the project?
- What kind of orienteering methods do you give to him/her?
- Is there any logistic support that you assure to volunteers?



Skype Multi-Meeting



✓ Making pre-relation between Hosting Organization, Sending Organization and volunteer and build the comfortable and safe first impression.

✓ Meeting will provide the most important information relevant to project as travelling, accommodation, basic info about the city, documents etc.



Host Organization and Sending Organization, Stage: Preparation before arriving



✓ Skype/Google video conversation tool



Proposed by

Polskie Forum Edukacji Europejskiej (Poland)



EVS Info Meeting “Get to know your volunteer - Get to know your Sending Organization”



✓ Get to know the Erasmus+ Program (briefly, you don't want the volunteer to receive too much information);

✓ Get to know EVS; What is EVS? What is NOT EVS? What it offers? (good spot to specify and spend a big part of the presentation);

✓ Clear out what are the next steps to follow; from start preparing the candidacy until leaving for EVS;

✓ Give insight on how to prepare a good candidacy;

✓ Give tips on how to contact organizations and the options/alternatives into EVS project finding;

✓ Get to know other youngsters from the same region of Europe, exchange information, ideas, contact making.

✓ Setting 2,3,4 EVS Info Meetings a month (depending on the youngsters' interest), 2-3 hours (depending on the group size) will be enough in order to assure a full informative meeting „exposing” all the EVS aspects to people interested. *



Sending Organization, Sending Mentors Stage: Pre-application/Preparation Process



- ✓ Group sharing (instead of an interview);
- ✓ Prezi presentation (mind-mapping the flow);
- ✓ Experience panel of an ex-EVSeR or actual EVSeR;
- ✓ Examples of webpages of interest, candidacies, videos, power points, prezis;
- ✓ Question & Answer time;
- ✓ Quick evaluation.



Proposed by

AGORA Cultural Association (Spain)



Creative Expression of Fears and Motivations



- ✓ Creating a proper space for the volunteer to reflect on his fears and motivations to do an EVS.



Sending Organization, Stage: Pre-departure preparation



- ✓ Provide a few metres of white wallpaper and lay it on the ground, ask the participants to gather around it and to draw what comes into their mind when they think about their stay abroad.
- ✓ Calm instrumental music can provide the appropriate atmosphere for this exercise.
- ✓ Change or interrupt the music from time to time to ask them to move and start on a new drawing/element.
- ✓ They could also add things to the drawings of other volunteers.



Proposed by

KGSC Community Association (Romania) –
from T-kit on International Voluntary Service, Training-Youth



- What do you do for a better welcoming of the newly-arrived volunteers?
- How do you facilitate the adapting process of the volunteers to the new environment?
- Do you have methods through which you explain the culture, the rules, values of your organization?



“Welcome to Romania Week”



✓ For 7-10 days the newly-arrived volunteers have to pass through a very intensive induction programme in order to assure a proper welcoming to the new volunteers in their new environment, which includes: trainings, introductions, teambuilding, visits to activity places, meeting staff members, workshops.



Host Organization, Stage: Induction



- ✓ Organizing meetings with all the people involved in the volunteer’s learning experience (coordinators, mentors, language teacher);
- ✓ Presentations of the values of the association, rules of the „house”;
- ✓ Going out and getting adapted to the new culture and language;
- ✓ Romanian intercultural nights and visits.

Trainings on interculturality, conflict management, talent development;
Visits to main activity places and detailed presentation of each project;



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Teambuilding Day (Weekend)



✓ To get to know each other, create trust and cooperation between the EVS volunteers with their mentor, EVS coordinator, supervisor, other volunteers and staff members of the organization.



Host Organization, Stage: Upon arrival



- ✓ Playing games for team building, trust building, team work, communication, ice breakers for whole 1 day, if possible 2 days - better.
- ✓ Calm instrumental music can provide the appropriate atmosphere for this exercise.



Proposed by

Volunteers Centre Skopje (Macedonia)



www.vcs.org.mk



“The Journey”



- ✓ To guide volunteers via first steps in new home place. It is the time for adaptation.



Hosting Organization, Stage: Induction



- ✓ The Journey is the name of three part trip which will help to introduce new volunteers the main areas in new hometown.
- ✓ First part is ‘Association trip’- it contains main welcome meeting for EVS volunteer, they will have a chance to meet all youth workers, coordinators and other volunteers. During the meeting volunteers will know what are the main current projects, the tasks and aim, office etc.
- ✓ Second part of the journey is ‘Homeplace trip’- it is two/three days of sightseeing the city.
- ✓ Main points in the city are presented by one of the city inhabitant.
- ✓ This time is focused on dealing with city registration in governmental institutions, public transport connections, accommodation etc.
- ✓ Last part calls ‘Culture trip’- it is the time for present new volunteer how they can spend free time. Coordinator, mentor or other volunteers show volunteers the unique places with souls they now.



Proposed by

Polskie Forum Edukacji Europejskiej (Poland)



Peer education for a better introduction



- ✓ Preparation of the new volunteer and adapting him to his new „house”.



Hosting Organization, Stage: Induction



- ✓ As a hosting organization you can prepare a number of youth or active member of your organization to receive the incoming volunteers.
- ✓ Let them introduce the volunteers to the local reality. In this way, you provide the volunteers with a network of social contacts and persons of reference from the beginning. The locals will feel responsible for the well-being of the volunteers and provide them with a much better introduction to the local reality than an employee of a hosting organization ever could.
- ✓ In order to prepare the locals, you may want to introduce them to some intercultural concepts like the iceberg, the onion and the adjustment cycle to help them understand what the international volunteer might go through and to raise their openness towards the volunteer.
- ✓ These concepts help the local young people to reflect about their own culture as well as the presumed culture of the volunteers and become more open towards a process of intercultural learning.



Proposed by

KGSC Community Association (Romania) –
from T-kit on International Voluntary Service, Training-Youth





Skill Development Start



- ✓ Offering the volunteers the opportunity to develop their skills required in the activities through in-house trainings offered by the Hosting Organization or its local partners.



Hosting Organization, Stage: Activities & Learning dimension tools.



- ✓ Organizing trainings for personal and professional development, digital tools.;
- ✓ Naming training supervisor for coaching;



Proposed by

YMCA Bitola



- What methods do you use in order to assure good counselling?
- How do you choose your mentors, as a Hosting Organization?
- Is there any Personal Development Plan that you are using for increasing the awareness of your volunteers?



Ongoing Career Guidance



- ✓ Guided reflection on choosing the right career and the activities from the project that best reflect the volunteer's professional development goals.



Mentor, Coordinator, Stage: Mentorship and training sessions



- ✓ Questionnaires and open discussions with the volunteer.
- ✓ Discovering personal values.
- ✓ Check list for a desired job.
- ✓ Favourite lifestyle.
- ✓ Talent development tool.
- ✓ Personal Development Plan (What do I know? What do I want to develop? How to get there?)



Proposed by

Young Initiative Association (Romania)

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NEEDS ASSESSMENT for organizations, mentors and EVS volunteers



✓ The needs assessment is very important because it allows us to see in a transversal way the needs of all elements involved in the mentorship process and the volunteering activities;

✓ We can discover what are the current needs of our members (mentors), our volunteers or our organization as a whole; How are they addressed through other activities; can they be addressed in a one-week activity; Are the needs of volunteers linked to the purposes of EVS project priorities.



Mentor, Volunteers, Sending Organization and Hosting Organization, Stage: During all project period: especially for long term EVS with a weekly incidence.



- ✓ Consultation with organizations and other youth organizations;
- ✓ Questionnaires (to mentors, to volunteers, to youth workers in a General Assembly system);
- ✓ Follow-up of previous activities – suggestions from former experiences;
- ✓ Identification of priorities of the organization and network;
- ✓ Strategy development plan of the organization (what to expect from mentors / volunteers).
- ✓ Analysis achievement of the organization's objectives /aims to date;
- ✓ Consultation of people inside and outside the youth movement;
- ✓ Analysis of current issues/ hot issues related to mentoring and EVS volunteering.



Proposed by

Adamastor – Associação Cultural (Portugalia)



adamastor



Welcome Buddy for the Volunteer



✓ Supporting and adapting in the new living condition and culture.



Hosting Organization, Stage: Mentorship and training sessions



✓ The new EVS volunteers is allocated a “buddy” who will introduce him informally to the city, facilities, best places to go, emergency places and help with his adaptation to the new environment.



Proposed by

YMCA Bitola



- What tools do you use in order to increase the employability of the volunteers throughout the activities implemented?
- How do you manage conflict situations?
- Are you following a concrete plan in view of reaching key competences?



Recommendation Letter



✓ Acknowledgment of the achievements, developed competences and gained knowledge during the EVS project.



Hosting Organization, Stage: End of the project



✓ Written statement by the EVS coordinator or Supervisor regarding the achievements and contribution of the EVS volunteer.



Proposed by



Volunteers Centre Skopje (Macedonia) www.vcs.org.mk



“Business Canvas” for preparation, running and assessment of the volunteering period



✓ This timetable enables the organizations to plan the volunteering period starting from the preparation, running and assessment of key competences. The main steps of the project cycle. In the plan of the volunteering period it is important match the needs of the organization with the learning outcomes of the volunteer and the profile of mentor.

✓ Having this is time to run the activities with a preparatory meeting that can be done online to finalize all aspects agreed previous. During the project run it is required a plenary meeting between the volunteers, mentor, members of the organization (staff), tutor (HO), to state positive aspects and aspects to be improved (possible redefinition of learning outcomes or new projects in the organization – matching between needs of organization and volunteer motivation and learning outcomes.

✓ Depending if the youngsters are with fewer opportunities a reinforced mentorship should be done and every week in this plenary session it should be included also sending organization tutor. This should be using the method of a general assembly session was everyone has the right to speech and make clear intervention and correct any deviations to the project and readapt.



Hosting Organization, Stage: Project implementation



✓ “Business Canvas” of Plan-Run-Assessment in EVS, general assembly sessions.



Proposed by



Adamastor – Associação Cultural (Portugalia) **adamastor**



Intercultural film nights



✓ It helps volunteers to gain better language skills and also increase intercultural knowledge of both the volunteers and the Hosting Organization.



Hosting Organization and Volunteers, Stage: All stages of an EVS project



- ✓ Film projections and after-discussions.
- ✓ The volunteer can propose themselves films related to their own country and transform the film-night also in a intercultural sharing experience.



Proposed by

associazione culturale



Associazione Culturale LINK (Italia)*



Planning My Learning Objectives



✓ It helps volunteers to visualize better their project and concentrate over their motivation. Together with the HO they can have a concrete plan of objectives during the project to reach and accomplish.



Hosting Organization and Volunteers, Stage: All stages of an EVS project



✓ Having a plan and setting goals means that you are willing to search and take full advantage of the resources and opportunities.

✓ Interesting things to have in mind when setting your goals:

✓ Relate them with your learning interests and expectations. Try to make them as concrete and realistic as possible. Draw them up in a positive way (write what "you do want to do", not what "you do not want to do").



Proposed by

KGSC Community Association (Romania) –
from T-kit on International Voluntary Service, Training-Youth





Life after EVS



- ✓ Supporting the former EVS volunteer to integrate in his country.



Hosting Organization and Sending Organization, Stage: After EVS Integration



- ✓ Creating Facebook closed group for sharing
- ✓ Photos and good memories;
- ✓ Writing job recommendation;
- ✓ Contacting with Sending Organization for further motivation.



Proposed by

YMCA Bitola



- What tools do you use for evaluation?
- Do you use recurrent evaluations?
- How do you manage to strengthen the self-assessment of each volunteer?
- How do you evaluate the activities of your staff members also?



SWOT Analysis per Outcome Achieved



✓ After each activity /tasks /outcome (depending on what is defined in the personal development plan) is achieved, the tutor and mentor are responsible to evaluate the experience together with the volunteer rating the experience in a simple SWOT analysis.

✓ It is important to discuss all four major points (Strengths, Weaknesses, Opportunities and Threats) and contribute with positive ideas to improve any deviation. This can also be done in agreement with sending organizations making an external evaluation of the project when they participate in the definition of the learning outcomes or personal development of volunteers.

✓ By the end of the project the volunteer will fill a feedback form with all important aspects of the project (one internal provided by host organization) and another one requested by the European Commission framework.



Sending Organization and Hosting Organization, Stage: During all project period.



✓ SWOT and feedback form.



Proposed by

Adamastor – Associação Cultural (Portugalia)



Rethinking Your Learning Goals



✓ Brings into attention the evaluation that both the organizer and the volunteer the importance of having fresh in their minds the goals that they set from the beginning of the project and follow and adjust them in accordance with the organization's reality.



Hosting Organization and Volunteers, Stage: All project period.



✓ Using individual evaluation (like agenda, diary) together with group interviews.



Proposed by

KGSC Community Association (Romania)



- How do you communicate “after EVS” period?
- What methods do you use to help volunteers reintegrate in their communities and to avoid cultural-shock?



Support for Re-Integration



- ✓ Help the volunteer to efficiently disseminate the results of his project, offer him support for finding working opportunities, to share his experience back home. It is helpful to prevent cultural shock.



Sending Organization, Stage: After EVS integration



- ✓ Meetings organized with local volunteers or future volunteers willing to do an experience abroad, informing sessions in high-schools, article writings with testimonies for helping the sending organization to increase the number of potential candidates.



Proposed by



KGSC Community Association (Romania)



Follow-up Support



- ✓ The sending organization can help the volunteer at his returning home to do a plan of action for making sure than the impact of EVS is maximal.



Hosting Organization and Volunteers, Stage: All project period.



- ✓ Doing an action plan for finding job opportunities according to the wishes and interest of the former volunteer by making follow-up meetings
- ✓ Evaluating the EVS in general;
- ✓ Comparing expectations or objectives with concrete outcomes;
- ✓ Identifying the main negative and positive outcomes;
- ✓ Helping the volunteer to deal with negative experiences abroad in a constructive manner;
- ✓ Helping the volunteer with particularly difficult reintegration problems (reverse culture shock);
- ✓ Providing the volunteer with opportunities; to share his or her experience with other volunteers that went through a similar experience;
- ✓ Informing the volunteer about other volunteering possibilities or commitments within the same or other organizations.



Proposed by



KGSC Community Association (Romania) –
from T-kit on International Voluntary Service, Training-Youth



There Is Life After EVS



✓ Giving proper “space” for a former volunteer to share and disseminate his/hers experience abroad in his/her community.



Hosting Organization, Sending Organization and Former Volunteers, Stage: After EVS integration



✓ Recommend different ways to describe and speak about the personal EVS experience, confront and compare it with others’ through Facebook groups for former volunteers or invite him/her to write his/her “EVS-story” on platforms like Blogunteer or publish them on Scriptamament Plus book.

✓ <http://blogunteer.ro/>

✓ <http://scriptamamentproject.eu/>



Proposed by



KGSC Community Association (Romania)



Inspire People



✓ Use your experience and make curious other youngsters about how great can be a EVS project! Former volunteers have a chance to “pay back” their contribute to the community.



Hosting Organization, Sending Organization and Former Volunteers, Stage: After EVS integration



- ✓ Organize events like “LIVING LIBRARY” for attract more people to talk with former volunteers and find out more insights about EVS.
- ✓ It can be a very efficient manner to put on the same „table” persons that had the courage to leave their country for a long period and those who think they would not be able to do so.



Proposed by



KGSC Community Association (Romania)



CONE OF LEARNING based on Edgar Dale methodology



- ✓ Dale’s Cone of Experience shows us that you always need a balance of various methods to evaluate the learning outcomes.
- ✓ Therefore, it is important to use a variety of methods every day of your study session and check the overall balance of the entire volunteering period or activity.
- ✓ You have to take into account how various people learn, remember and perceive things. It is essential that a volunteering period vary between theory (active learning), activities and discussions.
- ✓ This variety should be taken into consideration when developing EVS aides since you will always have visual-, audio- and/or kinesthetic - orientated participants in your group.
- ✓ So after the volunteering period you should pass one or two months and together with the sending organization apply the Cone of Learning within volunteers.



Hosting Organization, Sending Organization, Stage: After EVS



- ✓ Dale’s Cone charter



Proposed by



Adamastor – Associação Cultural (Portugalia)

adamastor



European Volunteer Information Office



- ✓ It is an offer how to use her/his new knowledge that he gain during his/her EVS project to promote volunteer service back home.
- ✓ It is a special program to involve volunteer to share her/his experience and knowledge with other young people who are interested in taking part in EVS project.



Sending Organization, Stage: After EVS support



- ✓ We offer volunteer to be a part of the association and make first steps. Volunteer can use his/her experience gained during EVS and present it in European Voluntary Information office to other interested youth.
- ✓ Office is one of the local projects realized by NGO and founded by city government.



Proposed by

Polskie Forum Edukacji Europejskiej (Poland)



WHAT'S NEXT?

A very worrying question could be born in the middle of your EVS experience...

What will I do after I finish my EVS? Can I remain and look for a job in the country where I've been doing this experience? Or, if I turn back home, how can I use best what I learn throughout several months?

Besides the cultural shock that can be a reality, after coming back home, "hard times" could be overcome by keeping yourself confident and trying to have continuity in your activities and interests:

- ✓ keep contact with your Hosting Organization also after finishing your EVS! You will share a lot during these months and sometimes, being far from your family, from your friends, in a total new world, the people from the association where you do your service might become the only family and support that you have for a period.
- ✓ you meet a lot of people from all over Europe, other volunteers, other associations: use the network that you build! You might have ideas when you turn back home and you'll need trustful partners! Or, every time is so good to go in a vacation in another country and have a local person that can show you the best things to see, useful tips&tricks, and why not, to offer you free accommodation ;)
- ✓ Become a mentor! You can always be useful for the others. Ask your Sending Organization if you can become a mentor for one of the volunteers that are coming to your city. You could be a very supportive mentor, because now you know what the needs of an EVS volunteer are. Keep contacts with the "world of EVS" meeting other EVS volunteers from your city. Show them the surroundings and introduce them to your friends!
- ✓ Train yourself continuously! During your EVS for sure you come up with a lot of ideas, what would you want to do, what would you want to learn, what would you want to improve about yourself! Coming back is now a challenge for you to begin all these things! Maybe you realized that you may need a Project Manager training or a Writing Project one; maybe you had a roommate from Poland and you realized that you really like how Polish language sounds and you want to learn it. If you just finished high school and you took a leap year doing EVS and, meantime, you realized what University you would like to follow! Or you already finished University but during your service you discovered other skills of yours and you might think about changing your field of interests.
- ✓ Start searching for new opportunities! Either you will continue your work that you had before leaving in EVS, you could bring something new, new ideas for the institution/organization/enterprise where you work. Be active as a local volunteer and valorize your new knowledge about volunteering values! Bring new initiative and ask your colleagues what are their opinions.
Keep on travelling! Yes, EVS is giving the travelling-virus . Once you started, it's quite impossible to stop. You'll want to keep on seeing new places, meeting new people, living further the "volunteering" atmosphere!
- ✓ Fortunately, there are a lot of opportunities. Unfortunately, you must make "archaeological research" . You should prepare yourself with patience and start "digging" into websites dedicated to opportunities for young people, asking people and trying to find the best solution for you.

- ✓ After EVS you might want to continue making international experiences, studying, working or volunteering in another country!
- ✓ EVS is increasing your employability and it is very useful when searching study/working other opportunities abroad!
- ✓ If you have ideas for a personal project or if you are thinking about becoming an entrepreneur you should take into consideration Erasmus for Young Entrepreneurs. Is a European Program dedicated to new or experienced entrepreneurs that are running small/medium businesses.
www.erasmus-entrepreneurs.eu
- ✓ If you are looking for traineeships, Eurodyssée is an exchange programme of the Assembly of European Regions which allows young job seekers aged between 18 and 30 to benefit of a traineeship placement abroad for a period between 3 to 7 months.
www.eurodysee.eu
- ✓ You can also look for the trainings organized by the European Personnel Selection Office (EPSO), in order to get a job in one of the EU institutions. It is required higher professional preparation and you can aim to work in fields like finance, law, economy, translating, support staff, administration, communication
http://europa.eu/epso/index_en.htm
- ✓ You can have career counseling and orientation also from the EURES – The European Job Mobility Portal for finding employers in Europe’s countries. EURES is a cooperation network designed to facilitate the free movement of workers within the European Economic Area coordinated by the European Commission.
<https://ec.europa.eu/eures/page/index>
- ✓ Study with attention the portal of EACEA – Education, Audiovisual and Culture Executive Agency where you can find all European programmes related to culture and education as ERASMUS + (don’t forget about Youth Exchanges and Trainings), but also Creative Europe, Europe for Citizens, Eurydice, EU Aid Volunteers. You can become a promoter for your country in very interesting projects. Simply don’t give up on searching what interests you most!
http://eacea.ec.europa.eu/index_en.php
- ✓ Either you still have to prepare or study, it is always good to know where you want to reach: there are scholarships, grants and paid traineeships for young researchers: EURAXESS – Researchers in Motion is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it.
<http://ec.europa.eu/euraxess/#>
- ✓ Stay up to date with information regarding Youth Employment; knowing what’s most “wanted” job-field, you can reach your employability! The Youth Guarantee is a new approach to tackling youth unemployment within each state, at the government level.
<http://ec.europa.eu/social/home.jsp?langId=en>

- ✓ Have you studied life sciences, medicine, law or even information technology? You have the chance to apply for the traineeships at the European Maritime Safety Agency (EMSA) the European Medicines Agency (EMA). The trainee programme is aimed at university graduates and at people at the beginning of a new professional career.
<http://www.ema.europa.eu/ema/>
<http://emsa.europa.eu/>
- ✓ If you like children with Au-Pair agencies you can go abroad for a few months, working and living in a hosting family, getting to know from the “inside” the culture of the country.
<http://www.findaupair.com/>
<http://iapa.org/>
<http://www.au-pair-box.com/>
- ✓ With Help Exchange is providing cultural exchange for working holidays having the chance to stay with local people and gain practical experience. In the typical arrangement, the helper works an average of 4 hours per day and receives free accommodation and meals for their efforts.
www.helpx.net
- ✓ In the end, we can add on our research list - Eurodesk – the most accessible source of youth information about mobility in Europe
www.eurodesk.org
www.timetomove.info
- ✓ When travelling, take into account Bla Bla Car and CouchSurfing! Reduce consuming and share experiences!
www.couchsurfing.org
www.blablacar.com

Identify your skills and fit it to your job

- Are you searching for a job?
- Make a list of all your skills and experiences;
- Ask for support to the person that already has been working with you or people around you to identify your skills. Be realistic!
- Determine which kind of businesses/industries need this skills or how can you relate them;
- Find business that will benefit from having you and your skills around;
- You might find that you get more satisfaction and enjoyment out of a career that wasn't even on your mind to begin with;
- It's important that the nature of the job fits your personality and salary requirements;
- Be open to what you explore;

Four important steps:

Revise your resume . Before you start job hunting, make sure that your resume is as complete and up-to-date as possible. Your resume is an important distillation of who you are, where you come from, and what you can offer.

Develop your personal elevator pitch . Many structured interviews, particularly those at large companies, start with a question like "Tell me about yourself." The interviewer doesn't really want you to go back to grade school and talk about your childhood. This is a specific question with a right answer: in two minutes or so, the interviewer wants to get you to relax and loosen out your vocal cords, understand your background, your accomplishments, why you want to work at XYZ company and what your future goals are.

Make a list of work-related skills you'd like to learn . Your employer will be interested in hearing about how you intend to become a better employee. Think about which skills will make you more competent in the position you're applying for. Find some books and upcoming conferences that would significantly improve your abilities. In an interview, tell the employer what you're reading and learning, and that you'd like to continue doing so.

Here is a list of some of the most important job skills, wanted by employers, that a job-seeker must have to be sure of landing a good job and just as importantly, keeping it.

Fit the job to your skills rather than the other way around. Many people search for jobs, then try to see how they can tweak the way they present their own skills and experiences to fit the job description. Instead, try something different. Instead of this top-down approach, start from the bottom up.

- Make a list of all of your skills, determine which kinds of businesses and industries need them most (ask around for advice if you need to) and find businesses that will benefit from having you and your skills around. You might find that you get more satisfaction and enjoyment out of a career that wasn't even on your radar to begin with.
- It's important the nature of the job fits your personality and salary requirements, otherwise you'll have spent a significant amount of time to find a day job you dread getting up for every morning. So be realistic about what you expect, but be open to what you explore.

Volunteer. If you aren't already, start volunteering for an organization that focuses on something you're passionate about. You may start out doing boring or easy work, but as you stick around and demonstrate your commitment, you'll be given more responsibilities. Not only will you be helping others, but you'll also be gaining references. Emphasize your volunteer experience on your resume, as companies that treat their employees well tend to favor candidates who help the community somehow.

- Internships may fall into this category. An internship is a great way to get your foot in the door, as many companies prefer to hire from within. Even if you're far removed from your twenties or your college days, the willingness to work for little or no money shows companies that you're serious about putting in the work, learning the skills, and getting ahead.
- Believe it or not, volunteer positions and internships can lead to jobs. In today's economy, many companies are turning to internships as a cost-effective way to vet potential future employees. This is because many companies simply don't have the money or resources to take a stab in the dark and offer a job to someone who isn't tested. If you put in hard work, demonstrate your ability to solve problems, and keep your chin up, your value to the company might be too big for them to pass up on.

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