

Green Hostels - Græn farfuglaheimili 2018-2019																						
Name of the volunteer(s):	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb									
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1. On arrival training and getting to know more about the practical life at the hostels (4-6 weeks)																						
<p>During the first days of the volunteer's stay in Iceland, he/she will have several introduction and training meetings.</p> <p>a. On-arrival training with the coordinating and hosting organization, HI Iceland. Here the volunteer will get to know more about the EVS project, Iceland and the Icelandic culture as well as getting to know other volunteers, trainees and staff at the Reykjavik HI Hostels.</p> <p>b. After getting to know the team and practices at the Reykjavik HI Hostels, the volunteer will get a deeper insight in the hostels work from the Reception Managers from all 3 Reykjavik HI Hostels.</p> <p>c. Participate in On-arrival training organized by the Icelandic National-Agency.</p> <p>After these steps have been completed, the volunteers will get training in all key areas of the hostels: reception, housekeeping, maintenance etc. She/he will be given enough information and resources as knowledge on the association, its aims, philosophy and sustainability policy. Part of the orientation is to live in the Hostel, talk to the guests from their side, take part in the activities that are offered outside of the city and from the HI Hostel Team, getting to know the Reykjavik HI Hostels as the main work field. Volunteers will take part in the weekly meetings with the reception and housekeeping staff members in order to follow up closely the development of tasks and the daily work at the hostel.</p>																						
2. Working towards practical sustainability at the Reykjavik Hostels and Reykjavik Campsite (20-26 weeks)																						
<p>During the summer time the work of the volunteers will be practical, assisting and guiding staff members through different tasks related with the sustainability work, especially recycling management and auditing the key areas of the hostels. The volunteers will have the freedom to split their tasks and activities between the three HI hostels in Reykjavik as well as the campsite.</p> <p>a. Promote sustainability issues, especially environmental and social/cultural issues, e.g. organizing weekly movie night ("Green screening") followed by debates, workshops, presentations, trainings.</p> <p>b. Regularly audit the sustainability work at each Reykjavik HI hostel, suggesting and following up improvements, inform staff, guests and locals alike about the ongoing sustainability work carried out in the hostels as well as on the campsite.</p> <p>c. Implement organized and structured discussions and activities with both guests and staff about their awareness as well as willingness to learn and change.</p> <p>d. Develop activities by organizing, compiling and producing information about environmental-friendly awareness, responsible travelling and promotion of cultural and social values in order to create positive change.</p> <p>e. Evaluate information gathered and produce information compiling sets of best practices and actions to be undertaken by both staff members and guests in order to lower the impact on nature and environment during our daily life and while travelling.</p>																						
3. Developing a more sustainable environment in the Green Hostels and follow up from the previous stage (8 weeks)																						
<i>Flexible, not always possible</i>																						
<p>In this stage of the project, the volunteers will visit the Green Hostels on the annual audit together with the HI Iceland's Quality and Sustainability Manager. Together with the project coordinators and the franchised hostels will start planning short trips to the hostels. Once this project will be finished the volunteers will more or less continue or finish tasks started in stage 2.</p>																						
4. Preparation of Swan Nordic Eco-label annual report (4-8 weeks)																						
<p>During the first two months of the year the volunteers will gather information to create the Swan Eco-label annual report. This is done in collaboration with the maintenance and management team as well as information gathered by the volunteers themselves from regular audit (stage 2).</p> <p>Once this project will be finished the volunteers will more or less continue or finish tasks started in stage 2.</p>																						
5. Evaluation and planning stage for the upcoming volunteers (4-6 weeks)																						
<p>The volunteer will evaluate her/his whole experience and the results of the work to ensure a smooth transfer of responsibilities:</p> <p>a. Prepare a set of recommendations and /or suggestions to continue with the tasks by new volunteers.</p> <p>b. Training of the new volunteers and introduction to the various tasks of the hostels.</p> <p>c. Advice and guidance concerning the stages and possible sources of information, contacts and gathered data.</p>																						
During all stages, there will be ongoing specific tasks, e.g. weekly suggestions for guests (events etc.) and the volunteers will ensure daily that the sustainability is respected in the locations. Also, the volunteers will have enough time to develop and implement their own ideas and projects.																						
Note: During all these stages, regular monthly or more frequent meetings will be held with the volunteers and project co-ordinators. Minutes of meetings are kept during these meetings.																						