



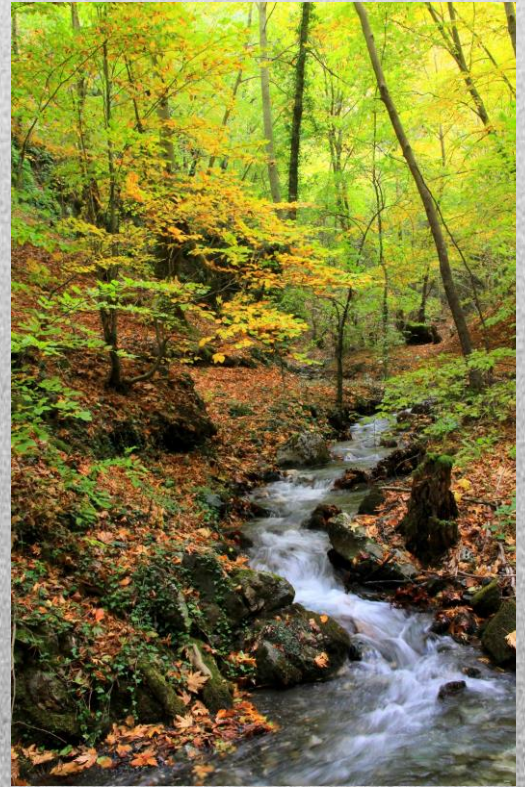
InfoPack for Volunteering Project in Edremit

Edremit Municipality

Project terms : 01/08/2018 – 31/12/2018
Project activities : 03/09/2018 – 15/11/2018



Ida Mountain



Ida Mountain

Dear Sending Organization;

We hope that this InfoPack will contribute to increase your understanding of our Volunteering Project vacancy and that it will give you useful information about our Municipality. We will organise the most suitable working and accommodation conditions for your volunteer. We will involve them in the activities of our EU projects office implemented with the support of social media and graphic team. We will support your volunteer's initiatives and personal contribution in the frame of the actions programmed for the European Mobility Week 2018(16-22 September) and European Local Democracy Week 2018 (9-15 October). Their involvement will be decisive in order to develop European principles of participatory Democracy, engaged Citizenships and environment consciousness, encouraging, in particular, the participation of Edremit youngsters. We will share with them our experience and knowhow about our previous and current European Projects developed by our municipality.

In addition volunteers will manage and organise a section of Edremit Municipality web page dedicated to their volunteering experience which they will fulfil and update (weekly or daily) with photos, comments and videos of their staying. Your volunteer will also benefit from an elementary course of Turkish language.

Dear Volunteers

We are looking forward to meeting you in Edremit! Firstly we are very pleased of your decision to participate to this Project and that's why we will do everything we can to give you a warm welcome and a significant experience!

Please, read all the info carefully before applying!

If you have any questions, you can contact us without any hesitations using the following communication tools:

edremitstrateji@gmail.com

evs@edremit.bel.tr

www.facebook.com/edremitEVS/

Hope to enjoy reading it!

Activities proposed

Project terms: 01/08/2018 – 31/12/2018

Project activities dates: 03/09/2018 – 15/11/2018

The volunteers (2) from 2 different countries will work with EU Project Team of Edremit Municipality.

S/he is supposed to;

- Supporting the Edremit Municipality EU Projects office team organising and implementing European Mobility Week 2018 and European Local Democracy Week 2018 activities.
- Participating in researching new European Projects for Edremit;
- Organizing free workshops and events to raise awareness about European Union principles and values.
- Participating in Volunteers and Erasmus+ projects dissemination and promotion activities;
- Organizing evaluation materials for participants;
- Writing blog articles and updating Edremit Municipality Volunteering Projects Facebook page, sharing their daily life photos, videos and their own sight about Edremit and Turkey.
- Organize free workshops aimed to young people (i.e. students) where S/he will present his/her culture;
- Organizing English language speaking groups where Edremit youngsters and volunteers can share information and experiences about Erasmus + and volunteering projects;
- Learn Turkish language and culture;
- Suggesting and realizing their ideas.



View of Altinoluk,Edremit

Expected learning outcomes:

- Volunteer will learn about the political and institutional organization of a Turkish local administration;
- Volunteer will learn how an Extra European country dialogues with European Union institutions and how it can participate and benefit from European calls, founding opportunities and supporting programs.
- Volunteer will gain knowledge of different methods of non-formal education like discussion moderator, energizers or team building;
- Volunteer will acquire the skill to adapt methods/communications/activities to different targets
- Volunteer will acquire awareness of intergenerational dialogues during European Mobility Week and European Local Democracy Week;
- Volunteer will reinforce their attitude to work in an international team with different responsibilities and roles;
- Volunteer will have the chance to improve his/her skills of projecting, implementing and managing his/her own projects ideas fostering their entrepreneurial attitude and self confidence.
- Volunteer will have the chance to learn elementary knowledge of elementary basics of Turkish language; spoken and written.
- Volunteer will have the chance to improve his/her communication skills in English and other languages (Turkish, Italian and their mother tongue)
- Volunteer will get in touch with Turkish culture and customs and S/He will be encouraged to share their own culture and traditions.
- Volunteer will improve his/her knowledge about communication strategies, and promotion skills.
- Volunteer will acquire digital competences (digital software of social media and/or video editing)

DESCRIPTION OF THE PROJECT

The EU Project office of Edremit Municipality is responsible for planning, applying and implementing European projects both at national and international level.

Our office is also responsible for the organisation of EU-wide events like European Local Democracy Week which Edremit Municipality celebrated for the first time in 2017. This year we will celebrate the 2018 edition of ELDW and in addition we decided to celebrate, for the first time, also the European Mobility Week in September 2018.

All these European initiatives developed in an Extra- EU country will be accomplished and make them even more significant by the involvement of European volunteers.

Our volunteers will be engaged to:

- Participating to the decision making process in order to plan the activities of ELDW and European Mobility Week.
- Supporting the EU Projects team during the organisation and implementation of the activities planned for ELDW and European Mobility Week.
- Enriching the planned activities with an original project regarding the European Mobility Week or the European Local Democracy Week.
- Supporting in helping the team to create and develop graphical materials according to the guidelines released by European Council and European Congress for Local and Regional Authorities in the frame of ELDW and European Mobility Week.
- Supporting the team during the preparation and purchasing of necessary stuffs and materials in order to organise the activities (for example: if there will be a painting activity with children, volunteers will help us choosing painting material like colours, brushes, paper sheets, smocks, etc...)
- Following the mail correspondences between our office and European Council, ELDW team and foreign municipality Mayors who will be eventually guests of our activities.
- Helping the team writing the reporting of the ELDW activities.



City Hall of Edremit

PRACTICAL ARRANGEMENTS FOR THE VOLUNTEERS:

First of all, after their arrival, Edremit Municipality is committed to inform our volunteers about accommodation, meals, programmed activities, holidays, weekends, duties and responsibilities.

Accommodation and food:

- Volunteers will stay in a thermal hotel in a single room with private bathroom and also facilities as Turkish bath (hamam) and indoor thermal swimming pool for further info: <http://www.afrodittermalotel.com/>.
- The food will be given in the hotel according to the fixed menu. In the weekend the lunch will be serving in hotel.
- Pocket money (28 euro for each volunteer in a week) will be given at the beginning of each week.

Working Hours:

Working hours will follow the timetable of Edremit Municipality offices. Volunteers shall conduct the planned activities for a period of 7 hours per day and 5 days per week. The lunch break hours are flexible with a fixed menu which will be delivered to the Project Office.

Local Transportation:

The need for public transport is not required. In any case if transportation is needed, these facilities shall be ensured by the municipality. Volunteers will be picking up from Edremit Airport by the municipality.

Foreign Language Support

During the volunteering period a basic Turkish language course will be provided by Edremit Municipality.

Mentor:

All volunteers will have the opportunity to receive support and assistance by the mentor. The mentor is responsible for providing personal support to the volunteers. Possible psychological and pedagogical assistance will be provided during and after possible crisis.

Communication between the volunteer and the organization will be provided by mentor. Mentor will come together one a week (or if needed more) for sharing with volunteers of concerns, problems, expectations, results, achievements and joys. The mentor will help you properly according to your needs. Furthermore Volunteers will receive support from the mayor and deputy mayors.



Autumn in Edremit

RESPONSIBILITIES OF THE HOST ORGANIZATION

- Offering and providing quality and administrative cooperation for facilitate the implementation of the project to all project partners;
- Preparation of necessary documents;
- Informing to the volunteer about pocket money;
- Providing inter and final evaluation meetings;
- Being given the assurance of the continuity of the execution of the activities;
- Helping to solve problems and every kind of distress that volunteers could live;
- Supporting with procedures of insurance, visas, residence permits for the volunteers,
- Providing the necessary support for the solution of the problem to volunteer in the event of crisis.
- Regulation the role of volunteers of activities(setting time and date of activities)
- Provision of a safe and clean accommodation and language courses for volunteers
- Retention and sharing of knowledge between sending and host organisation about the project

RESPONSIBILITIES OF THE SENDING ORGANIZATION

- **Preparing all the necessary documents before departure**
- Giving information about the host country culture and traditions
- Provision of information and documents about EVS
- Providing training for intercultural issues, working method (intercultural training), rights and convictions of the period of volunteering
- Making the reservation ticket for international travel of volunteers
- Giving the required assurance before participation of volunteers (being done with CIGNA health insurance)
- Supporting in collecting and preparing required documents such as visa and security of volunteers
- Being in contact with host organization and volunteers before, along and after project
- Providing support in crisis situations and in solving problems
- Supporting to create a personal project of volunteer after project



Antandros Ancient City

RESPONSIBILITIES OF THE VOLUNTEERS

- Participation to the activities in profitable and responsible way
- Being aware of the importance of the project for himself and local communities
- Getting involved actively in every step of the project in order to complete the Volunteering Project
- Attendance to all training sessions organised by National Agency
- As part of the reconciliation rules, following and respecting the rules and methods of host organization
- Before coming to the host country, attending an informal language course
- Supporting the mentor and partner organization (host organization)

EXPECTED RESULTS

- Implementing the volunteering project successfully
- Providing national and international visibility and importance to the project
- Achieving cultural change in the form of formal education
- obtainment skills and knowledge in different fields for hosting and sending organizations.
- Understanding principles and implementation of Volunteering Project;
- Increasing personal development of involved people.
- Increasing the awareness of Edremit youngsters towards Erasmus + and Volunteering projects.
- Increasing awareness of Turkish population of European Union principles and values.
- Finally have a good time



Ida Mountain and Altinoluk, Edremit

VOLUNTEER PROFILE

Volunteers must be ambitious and motivated individuals who want to show their knowledge and skills. They must consider teamwork. It is important to have competences with Microsoft Office programs and interest in European Union policies. (If possible) It is necessary to know a little English.

HOSTING ORGANIZATION

Edremit, where mountain and sea tourism go along with thermal tourism, turned into a district with its 150.000 population since its centre Balıkesir became a metropolitan city. It is possible to reach our district by car, sea and air via scheduled international flights which are executed from the Koca Seyit International Airport, which extended our vision and opened our doors to the world.

Edremit Municipality as a district of Balıkesir Metropolitan Municipality has 1 mayor, 4 deputy mayors, 20 directors and 146 civil servants, 194 permanent workers and 485 subcontract workers. Project department is comprised of two experienced employers who are responsible of International Relations and Projects in Erasmus+ activities of Edremit Municipality, speaking English, Italian and French.

FIELDS OF ACTIVITY OF EDREMIT MUNICIPALITY:

As project department of Edremit Municipality, our task is to develop international projects in order to establish strong and enduring networks of synergies and collaboration with European Institutions, local authorities and civil society organizations, in the frame of the European participatory principles of dialogue and cooperation, supporting intercultural exchanging opportunities and fostering young citizens initiatives spirit.

All our efforts are addressed to ensure more facilities and opportunities for Edremit young citizens, especially for those who are both in financial and social disadvantaged condition, trying to be an active point of contact between the main European Union activities, values and initiatives in the frame of education and training.

Erasmus + program represents one of the most significant tools throughout our municipality can concretely offers a wide variety of opportunities to different individuals and organizations and in this concern the Volunteering Projects is one of those programs we intend to enhance in order to encourage non-formal learning, participation, voluntary activities, youthwork, mobility and information.

Volunteering projects will be also a great occasion to promote new youth- projects in the frame of Edremit Municipality partner cities agreements: Kamp-Erdenet (Mongolia), Kamp-Lintfort (Germany), Nicolosi (Italy) and Srebrenik (Bosnia Herzegovina).

During the visits of those cities delegations, our project office is ready for the organization, guiding and helping with translation. Furthermore new Partner City collaborations with Lesvos and Chania in Greece and Castro in Italy are in the progress. The main planned activities are as follows:

- To establish job opportunities for economically disadvantaged people
- To promote the visibility of the archaeological site of Antandros
- To disseminate Edremit as a touristic and historical destination
- To conduct effective seminars and conferences at suitable times
- To accomplish exchange programs of Erasmus+ and Strategic partnerships
- To organize vocational training courses in various topics and activities for women and children
- Projects for disabled people
- To aim Seminars, meetings and conferences to develop capacity buldging and decision making process of youth, women and children
- Common activities with active working NGOs in Edremit
- To organize various sportive activities around the city

Along with these projects Edremit Municipality will focus on supporting youth and youth projects for the dissemination of volunteerism values, helping to create a peaceful and participatory environment to live in. Projects will be designed and carried out in the fields of raising the city's local economy sectors especially tourism. At the same time we aim to support the rights of disadvantaged groups for equal standards of life and public health services.

CONTACT

Edremit Municipality

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