

“MULTIPLYING OPPORTUNITIES FOR VOLUNTEERS ENGAGEMENT X”

Activity dates: 01/02/2024 – 31/10/2024 (9 months)

Number of volunteers: **3**

Hosting organization: COCAT

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**Deadline to receive applications
29/10/2023**



ABOUT COCAT

COCAT is a platform organization of international work camps organizations in Catalonia. It gathers Catalan entities 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 ESC 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 ESC area fostering mobility and long-term voluntary service opportunities and helping its diffusion at local and international levels..

They also 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 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 INTERNATIONAL volunteer
will support in:

WORKCAMPS 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.

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.**

PROJECT FOR FEWER OPPORTUNITIES VOLUNTEERS

The volunteer will support the **placement and promotion of the "Beyond Borders" project**; an access for all ESC projects whose main objective is to invite and host volunteers with fewer opportunities to participate in our local work camps.

TRAININGS

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.**

DOCUMENTATION AND INFOSHEETS

Detailed informative documents are sent to the volunteers who will participate in Catalan work camps. Once the volunteers are accepted in the work camps, we need some documents. **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.**

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional materials for our social media and website**, in order to promote the nationals work camps projects.

EVALUATIONS

At the end of the work camp season is the time for evaluations. The volunteer will go through **the evaluation forms to get to know the experiences of the international volunteers** in the national work camps.

Volunteer supporting OUTGOING area

This NATIONAL volunteer (essentially from Catalonia) 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**).

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**.

TRAININGS

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**.

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 work camps, 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**.

PROMOTION AND SOCIAL MEDIA

The volunteer will create all kinds of **promotional materials for our social media and website, in order to promote the international work camps projects**.

EVALUATIONS

At the end of the work camp season is the time for evaluations. The outgoing ESC volunteer will go through the **evaluation forms to get to know the experiences of the Catalan volunteers** in the international work camps.

Volunteer supporting ESC area

This **INTERNATIONAL** volunteer
will support in:

INFORMATION

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

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**.

TRAININGS

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**.

ESC VOLUNTEERING TEAMS

The volunteer will **support the placement and will control all the documentation from the volunteers** related to the short term ESC work camps.

SUPPORT ESC-LONG TERM 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**.

PLACEMENT

The ESC volunteer **will support the registration process by using our database and contacting international organizations**.

PROMOTION AND SOCIAL MEDIA

The volunteer **will create all kinds of promotional materials for our social media and website, in order to promote long-term international volunteering**.

EVALUATIONS

The ESC volunteer will go through the evaluation forms to get to know the experiences of the Catalan volunteers in international projects.

COMMON PARTS OF THE PROJECT

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 social networks, and publish 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.

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 volunteers.

REQUIREMENTS FOR ESC VOLUNTEERS

Motivation and proactivity

Experience in volunteering

Consciousness that the project will have a big administrative part

Strong motivation for youth voluntary projects

Good English level and basic Spanish



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?

- Please take your time to fill in [this form online](#)
- Send your CV to voluntariat.ltv@cocat.org
Mail subject should be: "ESC COCAT 2024"

DEADLINE FOR APPLICATIONS:

29/10/2023

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

After selection, during November 2024, 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!

