



VOLUNTARIAT

ZAVOD ZA MEDNARODNO PROSTOVOLJNO DELO
SCI SLOVENIA
Cigaletova 9, 1000 Ljubljana, Slovenija
www.zavod-voluntariat.si

Long term volunteer at Zavod Voluntariat – SCI Slovenia in Ljubljana

01/01/2013 – 31/12/2013 (12 months)

Optional 01/02/2013 – 27/02/2014

Organization and project:

Zavod Voluntariat, part of world-wide international organization and peace movement Service Civil International (SCI), is a non-profit and non-governmental organization, established in 1991, aiming to promote social justice, sustainable development, international understanding and solidarity through voluntary service.

Our main activities consist of organizing: (*national and international*) **seminars and trainings, short-term voluntary projects** (*work camps, youth exchanges and initiatives*) **and long-term voluntary projects** (*Mid-term, Long-term voluntary projects and European Voluntary Service*) within the framework of **SCI** and **Youth in Action programs**.

Voluntariat is looking for **2 long-term EVS-volunteers** to bring international dimension into the organization and its projects and to help out in the office, with focus on continuing activities within “Club of Volunteers”, started by previous international volunteers.

Work:

The work will be a combination of:

➔ Educational work:

1. CLUB OF VOLUNTEERS

- to **coordinate Club of Volunteers**
- to **make and stay in contact with local and international volunteers** within Voluntariat activities
- to act as an **editor of an on-line Newsletter** (collecting and writing articles about actual topics, national and international events (seminars, trainings, short and long term voluntary projects etc.))
- to **organize voluntary actions of social nature, promotional activities and events, inter-cultural evening, video filming projects, exhibitions etc.** for and with volunteers



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2. YOUTH EXCHANGES

- to **make and stay in contact with Youth organizations** in Ljubljana and around Slovenia and **promote active participation of youngsters with fewer opportunities** in Youth in Action programs organized by Voluntariat
- to **participate to and co-operate** with local volunteers and youngsters during the monthly **meetings and events**
- to **prepare/organize workshops and training activities** for/during **preparation days** for participants and leaders of international youth exchanges
- to **organize formal and informal evaluation sessions** for participants and leaders of international exchanges on the evaluation days in Slovenia.

3. WORK CAMPS

- to **represent Voluntariat and SCI** on work camps and projects of Voluntariat in Slovenia
- to **be a work camp leader or leader** on one of international summer work camps organized by Voluntariat in Slovenia
- to **prepare/organize workshops and training activities** for/during **preparation days** for participants and leaders of international work camps
- to **organize formal and informal evaluation sessions** for participants and leaders of work camps on the evaluation days in Slovenia

4. MEDIA WORK, DESIGN, PHOTOGRAPHY, VIDEO EDITING

- development of logos, leaflets, newsletter design, web design, production of short films(for example documentary, presentation, on-line serial about EVS volunteers...) photography of different events, ect...

➔ Administration work:

- administrative tasks related to the above topics
- to make reports about some of the above events (evaluations, meetings, events)

Work Schedule:

You will work in the Voluntariat-team for about 35 hours a week.

Working hours of Voluntariat are from Monday to Friday from 09am to 5pm, when the majority of the activities are carried out.

Sometimes you will work in the evenings and at the weekends (due to realization of certain activities within Club of Volunteers or trainings, seminars and evaluation), these working hours/ days will be compensated by some hours/ days off during the week. Summer will be the busiest period.



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Required:

1. **MOTIVATED** to learn and share knowledge and skills!
2. Good **EDUCATIONAL** and **SOCIAL SKILLS**, to be able to work with several target groups.
3. Good **ENGLISH**.
4. Good **COMMUNICATION-SKILLS** and motivation to cooperate with your colleagues and with active volunteers.
5. **OPEN MIND** and **FLEXIBLE ATTITUDE** towards working hours, days in very busy periods.
6. To have a **RESPONSIBLE** attitude and take **INITIATIVE** towards your tasks.
7. Be able to **WORK** in a **TEAM**.
8. Good **COMPUTER KNOWLEDGE** (word, e-mail, internet, photo shop).
9. **ADMINISTRATIVE** and **ORGANISING SKILLS**.
10. Be able **TO LIVE INDEPENDENTLY** and to fill in your own free time.

Voluntariat offers you:

1. A **WARM WELCOME** and **ORIENTATION DAY(s)** after arriving to Ljubljana, Slovenia.
2. A **CHALLENGING** and **FULFILLING JOB**.
3. Lots of opportunities to **JOIN Voluntariat-ACTIVITIES** and **MEET NEW PEOPLE**.
4. Nice colleagues and a lot of **SUPPORT** in your job.
5. Slovene **LANGUAGE COURSE**.
6. A **CONTACT PERSON** (mentor) who will give you all the needed personal support.
7. The possibility to participate in **NATIONAL** and **INTERNATIONAL** meetings and trainings.
8. Daily exercise (our office is on the 4th floor with no elevators)