

Call for participants Volunteers Management training course

11-17 November 2019
Plovdiv, Bulgaria



Dear partners and participants,

We would like to invite you to participate in the **Volunteers Management training course** that will take place in Plovdiv, Bulgaria in the period **11th till 17th November 2019** and will gather **32** representatives of organizations from 13 countries - **Austria, Czech Republic, Estonia, Germany, Hungary, Italy, North Macedonia, Poland, Romania, Slovakia, Spain, Turkey and Bulgaria.**



About the project “Volunteering from A to Z” project

The project “Volunteering from A to Z” project aims to improve and enhance the quality of the implementation of volunteer projects with a focus on ESC and thus ensure that the activities of these projects are achieved more effectively for both the main actors (volunteer, host organization, supporting organization, mentor, supervisor) as well as for the other affected - target group, local volunteers, local community, etc. We want to achieve clarity, understanding and successful implementation of all steps in delivering high quality, meaningful and balanced service-learning volunteer projects by partner organizations as well as provide space and opportunity for networking and collaboration in which organizations can help and support themselves during the realization of their current and future volunteer projects.

The project has duration of 14 months (from 1st August 2019 till 30th September 2020) and two project activities will be organized – Volunteers Management training (November 2019) and Volunteering Projects Management seminar (April, 2020). The programs of the two activities are organized in building up thematic modules to provide new information, enhance knowledge and develop the skills of participants, and enable participants to share in a safe and creative environment. The programs also include visits of guest lecturers who are experts in the field and will further contribute to the learning and development process.

The **specific objectives** of the **Volunteer Management training course** are as follows:

- raising awareness on the philosophy of volunteering and the opportunity for quality volunteer management
- providing principal information on volunteer projects, basic documents defining rights, responsibilities and roles of the main stakeholders involved
- deepening knowledge of the volunteer management and implementation cycle and the main tasks during each of the 8 stages
- sharing practical and useful advices from experience in volunteer management
- developing practical volunteer management skills, including competencies for communication, support, conflict transformation, intercultural communication and learning, motivation, focusing on online volunteer and knowledge management tools
- sharing good and not so good volunteer management practices and stories, in order to learn ideas for improvement and development of future volunteering projects
- share good practices and emphasize the importance of learning, its tracking, evaluation, recognition and linking it to future better employment of young people in the labour market
- establishing a support and sharing group of organizations to assist with management volunteers in future volunteer projects

- increasing understanding of Erasmus +: Youth and European Solidarity Corps programs and the volunteering opportunities they offer.

Dates and venue of the training course

The training will take place from **11th (afternoon) till 17th November 2019** (5 full working days and two days - 1 arrival – 11th November and 1 departure day - 17th November) in Bulgaria, in the **Youth Centre** (<http://youthcentre.plovdiv.bg/en#>) in Plovdiv. The participants need to arrive in the afternoon on 11th November and depart in the afternoon on 17th November 2019.



Partner countries, organizations and participants

Service Civil International Österreich – Austria
European YouthCentre Břeclav z.s. – Czech Republic
ESTYES – Estonia
SCI Germany – Germany
Útilapu Hálózat - Hungary
SCI Italia – Italy
Center for Intercultural Dialogue – North Macedonia
One World Association – Poland
Asociatia Tinerilor cu Initiativa Civica (A.T.I.C.)– Romania
Youth for Equality– Slovakia
Las Niñas del Tul – Spain
System and Generation – Turkey
CVS-Bulgaria – Bulgaria

Each partner organization will be represented by **2 participants**, and Bulgaria – the receiving country - will be represented by **4 participants**.

Profile of the participants

The training course is for:

- project managers, coordinators, supervisors and support staff of volunteering projects (short and longterm projects)
- Age 18+
- Willing to learn, develop and share
- Willing to practise and multiply learning after the training course
- Able to understand and express themselves in English
- Are committed to attend for the full duration of the event
- Are committed to do a follow-up/dissemination activity to be implemented in their country after the training course

Travel costs - Reimburse of the travel tickets will be done according to the rules of the Erasmus+ programme based on distance calculation. The reimbursement will be made after the training course, after the participants provide all original travelling documents (coming and return). Please keep your **original tickets and boarding passes**.

Austria – up to 275 Euro
Czech Republic – up to 275 Euro
Estonia – up to 275 Euro
Germany – up to 275 Euro
Hungary – up to 275 Euro
Italy – up to 275 Euro
North Macedonia – up to 180 Euro
Poland – up to 275 Euro
Romania – up to 180 Euro
Slovakia – up to 275 Euro
Spain – up to 360 Euro
Turkey – up to 275Euro
Bulgaria – up to 30 Euro

For the reimbursement to take place participants will need to attend at least 90% of the training course.

Breakfast, lunch, dinner and coffee breaks during the training duration will be provided by the organizers.

Insurance will be also provided by the organizers. The participants are encouraged to bring European Health Card as well.

All participants will receive **Youthpass** upon successful completion of the training.



Application procedure

If you are interested in participating, apply by **30.09.2019** filling in the online application form:

<https://forms.gle/kBmTDqGKcuxuQzRC7>

The final selection will be done by CVS-Bulgaria, giving priority to candidates proposed by the Partner Organisations as long as their application is submitted within the deadline and the candidates profile fits with the participants profile envisaged in this call.

Selected participants will be informed by **6.10.2019**. All applicants will be informed about the final decision.

For any further questions, please contact us at trainings@cvs-bg.org
or at + 359 884 766 435.

Volunteering from A to Z team,
Kathy, Natalie and Shirin



Information about CVS-Bulgaria

CVS-Bulgaria is a non-governmental organisation that has been working in the field of international volunteer exchange since 1998 and was officially registered in 2002 as an organisation working in public benefit. CVS-Bulgaria is a branch of the international peace and volunteer-exchange network of Service Civil International (SCI - www.sciint.org) and a full member of South Eastern European Youth Network (SEEYN - www.seeyn.org). CVS-Bulgaria aims to promote the values of volunteer work through organising variety of voluntary activities; to motivate young people to be active and participate in volunteer actions - thus taking part in the development of the civil society; to promote and support intercultural understanding and solidarity, social justice and environment preservation. Main activities of CVS-Bulgaria are: organising short- and longterm volunteer projects, youth exchanges, trainings, hosting and sending volunteers for projects in public benefit in Bulgaria, Europe and the world, as well as working in partnership with other NGOs on local and international level to promote volunteering as a tool for active citizenship.

Since 2003 CVS-Bulgaria has been sending, hosting and coordinating EVS volunteers. For those 16 years we have been working with more than 150 longterm and shortterm EVS volunteers.

CVS- Bulgaria trainings from A to Z

“EVS from A to Z” in 2015 - the main goal was to build and extend the capacity of the organizations in planning, implementing and evaluating EVS projects of high quality. **“Mentoring form A to Z”** in 2017 - the aim of the project was to develop and improve the competences of mentors in dealing with longterm volunteers and thus to ensure the implementation of LTV/EVS projects of high quality by providing an adequate, prepared and trained personal support system for the volunteers.

“Human Rights from A to Z” - the aim of the project was to cover the basics on the topic of Human Rights and Forced Migration and to inspire activists to seek and actively contribute to change in their local community, Europe and the world. More information about the project can be found [here](#).

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