



CALL FOR **ESC** AT ZAVOD VOLUNTARIAT,  
MLADI ZMAJI AND TIPOVEJ!

# D.I.V.E

**DIVE INTO VOLUNTEERING EXPERIENCE**

DATE AND VENUE:

Ljubljana, February 2021 - February 2022

VOLUNTEERS: 3

WHO: young adults aged between 18 and 30,  
from EU Members states, Turkey, North  
Macedonia, Iceland.

DEADLINE FOR APPLYING: 31.10.2020



## ESC project:

D.I.V.E. Dive Into Volunteering Experience

As a leading Slovenian organisation in the area of the international volunteering, we want to devote the ESC volunteering project

»D.I.V.E. - Dive Into Volunteering Experience«

partly to the implementation and continuation of promotional activities and opportunities in the field of international volunteering and non-formal learning, with emphasis on opportunities for youth participation in European Solidarity Corps and Erasmus+ programmes. Within the project, we will carry out promotional activities with a focus on smaller towns and rural areas in Slovenia, as a continuation of activities of strategic EVS project. In addition, SCI network is celebrating 100th anniversary in 2020, thus volunteers will also be focusing on helping with preparing and carrying out the activities for the anniversary. This year we are looking for 3 ESC volunteers, 2 of them will work in Zavod Voluntariat's office and one at youth centres and offices at Mladi zmaji and TiPovej!. Volunteers will bring international dimension into the organisations and our projects, help in the offices, including having promotional workshops in different areas, continuing activities within Voluntariat's Club of Volunteers, started by our previous international volunteers, and preparing for and carrying out activities for SCI 100th anniversary. At Mladi zmaji, most of the volunteer's work will be completed at their youth centres in Ljubljana and the rest at TiPovej! office. The volunteer will be in charge of contacts with young people, finding and supporting local youth initiatives, helping young people in the process "from idea to reality," and working on the project "Youth Incubator" - creating an incubator of quality of urban life, education, support and implementation of local initiatives and help in transferring the acquired knowledge into partially privileged areas.

## 2 volunteers AT VOLUNTARIAT:

Zavod Voluntariat, is a branch of the worldwide international organisation 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 organising: (national and international) seminars and trainings, short-term voluntary projects (workcamps, youth exchanges and initiatives) and long-term voluntary projects (EU Aid Volunteers and European Solidarity Corps – ex European Voluntary Service). Volunteers will also have different assignments, which is why we ask you to specify which placement you are applying for and to focus on this specific placement in your motivation letter. All of the assignments will be dynamic and intertwine with one another. The first volunteer will be in charge of the coordination of Club of Volunteers and organising different workshops / events, and will take on the role of the placement officer for SCI projects, and the second one will be in charge of graphic design for Voluntariat and its projects.

## POSITIONS:

**Coordinator / Placement Officer:** Assistance in the coordination and implementation of Club of Volunteers activities and promotional activities. The volunteer will perform innovative promotional workshops with local volunteers and help organise activities of Club of Volunteers with the help of other volunteers. Support in the management of incoming and outgoing SCI volunteers, organising and facilitating activities for workcamp organisers and management of their initiatives, assistance in the preparation of volunteer records and agreement on cooperation.

**Graphic Designer:** Assistance in designing promotional material for the ESC project and Zavod Voluntariat, recording and designing promotional activities, recording stories of former international volunteers, and carrying out activities within the project and the Club of volunteers, and help with preparation for and implementation of promotional workshops / activities with other volunteers.

## WORK SCHEDULE:

You will work with the Voluntariat team for about 35 hours per week. Working hours of Voluntariat are from Monday to Friday from 9am to 5pm, when the majority of the activities are carried out. As said, some of your activities will be carried out around Slo-venia, and sometimes you will work in the evening and on weekends (due to realization of certain activities within Club of Volunteers or trainings, seminars and evaluation), these working hours will be compensated by some hours off during the week.

**REQUIREMENTS:** As our new volunteers will be joining a young and international team, we expect from them to:

- Be **MOTIVATED** to learn and share knowledge and skills;
- Have good **EDUCATIONAL** and **SOCIAL SKILLS**, to be able to work with several target groups;
- Have a fair command of **ENGLISH**;
- Have good **COMMUNICATION SKILLS** and motivation to cooperate with col-leagues and with active volunteers;
- Have an **OPEN MIND** and **FLEXIBLE ATTITUDE** towards working hours, especially in busy periods;
- Have a **RESPONSIBLE** attitude and take **INITIATIVE** towards your tasks;
- Be able to **WORK** in a **TEAM**;
- Have good **COMPUTER SKILLS** (Microsoft Office, email, internet);
- Have **ADMINISTRATIVE** and **ORGANISING SKILLS**;
- Be able **TO LIVE INDEPENDENTLY** and to fill in your own free time.

How to apply? Fill in the google form: <https://forms.gle/j6J59dbbHPJoV8Tb6>

As an ESC volunteer you will also develop your own personal project. If you already have an idea on what this project could be, please let us know in the motivation part of your application. Keep in mind this is not a requirement, but it can be an added value to your application.

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## AT MLADI ZMAJI + TI POVEJ! (1 volunteer)

**Javni Zavod Mladi Zmaji** is a network of innovative district youth centres that the city of Ljubljana is using to activate young people and give them a chance to change their lives. Youth centres offer all sorts of activities for youth. Programmes include opportunities for non-formal and informal learning and everyday socialising, where visitors can gain new knowledge and skills, meet interesting people, broaden their horizons, get motivation and overcome their own limitations. Youth centres are like a public living room where young people can get information, make friends, gain self-confidence and learn social skills. They are safe places where young people meet supportive adults and also a place where they have the opportunity to take part in organised workshops and events with the support of mentors or develop their own projects. Youth workers employed there focus on maintaining a safe, respectful and creative environment. Javni zavod Mladi Zmaji cooperates with the local community, district schools, centres for social services, youth organisations and NGOs in Ljubljana and Slovenia, universities, volunteers. We have 4 youth centres and a mobile / street unit of youth workers; each one different from the other.

**TiPovej!** is an embassy of a creative society. We believe that people who can present their ideas clearly have a greater chance of success. And the greater the number of people who can realize their ideas, the more developed and successful the society. That is why we devise, organize and implement different workshops at schools, NGOs and youth centres for supporting the process of idea development. We bring successful individuals / entrepreneurs and young people together to help youngsters find their own creativity, teach them creative thinking and search for new solutions. TiPovej! is also a member of a newly established Youth network for career development, where we work with other NGOs in Ljubljana to support young people in finding their passions and building the path to achieving their ideal careers.

## POSITION (1 VOLUNTEER):

**Assistant:** Assistance in coordinating and implementing activities of the promotional activities in the local environment. The volunteer will cooperate mainly with the organisation Mladi zmaji and occasionally with TiPovej, typically 5 days per week at Mladi zmaji and in some projects at TiPovej! These two organisations carry out several youth projects together, but also have separate activities. Most of the volunteer's work will be completed at Mladi zmaji youth centres in Ljubljana and the rest at TiPovej! Office or at events/projects. The volunteer will be in charge of contacts with young people, finding and supporting local youth initiatives, helping young people in the process "from idea to reality," and working on the project "Youth Incubator" - creating an incubator of quality of urban life, education, support and implementation of local initiatives and help in transferring the acquired knowledge into partially privileged areas.

### WHAT ACTIVITIES WILL THE VOLUNTEER CARRY OUT?

- **Help** organise and carry out workshops;
- **Organise** cultural events in Basement (concert hall and studio);
- **Plan and implement** weekly and weekend programme in youth centres;
- **Help with organizing** some of the traditional Mladi zmaji events: Plata - soccer against discrimination, ŠiškaOpen – festival of urban culture, Festival Biti mlad je zakon – festival of possibilities for free time activities for young people ...;
- **Talk, socialise and discuss with youngsters** (the goal is practicing speaking English language and broadening horizons);
- **Contribute to different project management tasks**, including organising study visits and meetings, developing promo material and administrative work;
- **Help manage social media** by providing good quality content.

### WHAT ARE WE LOOKING FOR IN A VOLUNTEER?

- **MOTIVATION** to work with young people;
- **EDUCATIONAL and SOCIAL SKILLS**, to be able to work with different target groups;
- **GOOD KNOWLEDGE of ENGLISH** language;
- Good **COMMUNICATION SKILLS**;
- **PROACTIVE ATTITUDE** to be able to approach and motivate young people, and create activities and projects of your own;
- **TEAMWORK** abilities;
- **OPEN-MINDEDNESS and EMPATHY**;
- **ENTHUSIASM** about learning new skills in different fields of NGO work;
- **ADAPTABILITY** both to a wide range of tasks and to occasionally more or less busy working days.

**How to apply? Fill in the google form:**  
<https://forms.gle/Hh8xmkmQArSK9aho9>

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