



**CALL**

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## EVS @ DBYN's international secretariat

Don Bosco Youth-Net is looking for a volunteer to support the 'Summer Exchange of Animators'-project. The volunteer would start the voluntary service in January or February 2017. The voluntary service would last between 8 and 12 months. The volunteer will help with the preparation of actions which support the summer exchange (training course, publications ...). The volunteer will have the chance to be active on at least one summer exchange itself. The volunteer will help with developing communication and promotion tools to increase the visibility of the summer exchange of animators. For more information on the summer exchange of animators: [www.summerexchangeofanimators.eu](http://www.summerexchangeofanimators.eu)

The EVS project offers a unique opportunity to live in another European country and work for an international youth organisation. Apart from learning on-the-job, EVS includes different training activities for the volunteer. The volunteer will take part in the EVS training cycle: on-arrival training, midterm evaluation and final evaluation. The volunteer will also have the opportunity to learn Dutch and take part additional relevant trainings in support of the EVS.

DBYN aims to apply for the voluntary service the 1<sup>st</sup> of October 2016. In order to do so, we would like to plan the interviews with candidates before the 20<sup>th</sup> of September 2016. If you are interested please send an email, together with a motivation and curriculum vitae to [projects@donboscoyouth.net](mailto:projects@donboscoyouth.net). **The deadline for applications is the 1<sup>st</sup> of September 2016.**

### *Don Bosco Youth-Net*

Don Bosco Youth-Net ivzw is an international network of Salesian youth work offices and youth organisations which work in the style of Don Bosco. The network assembles 15 organisations, 1.077 employees and 9.011 volunteers, who cater for 124.455 children and young people in 15 European countries. The task of the network is to create and promote international activities for and by young. Next to that we create possibilities for our member organisations to share their good practices and start-up new projects together. Furthermore we represent the voice of Don Bosco young people on European and international level through advocacy work. All actions which we carry out within the network are based on the pedagogical system of Don Bosco, a pedagogical approach with a tradition of over 170 years.

More info: [www.donboscoyouth.net](http://www.donboscoyouth.net)

The international secretariat of Don Bosco Youth-Net ivzw is based in Heverlee, at the same offices as our Belgian partner organisation. Together with the employees of Jeugdendienst Don Bosco, the volunteer will have 6 colleagues. The coordinator of Jeugdendienst Don Bosco is legal representative of Don Bosco Youth-Net ivzw as "legal and financial secretary. The offices are connected to a Salesian community as well. This community has a focus on education, bringing together 9 Salesians all active in the field of education (schools, non-formal education, students). We have our coffee breaks and lunch together with them, which creates a homely atmosphere.

The volunteer will be part of the Don Bosco Youth-Net team. The main task will be supporting our international projects. The grade of responsibilities the volunteer gets in this will depend on the competences of the volunteer. This approach is linked to a concept within the Don Bosco approach: “guided assistance”. Young volunteers will be guided in their development, giving them more responsibilities parallel to their growth as person. It is the educators which will offer assistance to this learning process. The educators in this case will be the rest of the Don Bosco Youth-Net team.

Heverlee is close to the city of Leuven. Because of the university it is very youthful city with lots of possibilities for the volunteer (educational, social, recreational ...). We will encourage the volunteer to explore the possibilities in Leuven to create an own social network, by engaging into a cultural or sports organisation. The volunteer will also be offered to take part in activities of Jeugdendienst Don Bosco (seminars, training courses, playgrounds). However it is up to the volunteer to decide what is relevant and interesting.

## *Profile volunteer*

- **Equal opportunities** are important to Don Bosco Youth-Net ivzw. Therefore voluntary service is equally open to **male** as to **female** volunteers.
- We are open to applications from 18 years old onwards. As the volunteer will have to be able to work independently, and take on more responsibilities as the voluntary service progresses, we will be looking for candidates which has the motivation and attitude to take on such a challenge.
- As we are an international network of youth work organisations, we expect the volunteer to have some **experience in youth work**. It is necessary to have a reference framework in field of youth work before starting the voluntary service.
- As the voluntary service will take place in an international secretariat the volunteer is expected to be able to work in **English**, because it is our **working language**. As most of DBYN's member organisations are non-English speaking countries, we all are used in making linguistic mistakes. It is necessary for the volunteers to understand English and to be willing to make mistakes when communicating.
- Furthermore we expect a basic **standard in computer skills**. The volunteer will need to use internet and email for communication. The volunteer will also be expected to be able to work with MS office.
- As we are a faith-based organisation we expect the volunteer to be **open to Christian values** and the cultural differences which exists in within the experience of faith within our different member organisations. As we are an international organisation we expect the volunteer to be **open to differences in working cultures** which exists within our member organisations.
- The voluntary service should last a **semester** or maximum **up to one year**. This amount of time is required in order to achieve results in the learning process of the volunteer.

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## *Tasks of the volunteer*

The following overview tries to give a clear view on which tasks the volunteer needs to perform. We indicate 5 areas of work the volunteer will perform, together with a percentage of the expected time investment:

1. Project management: The main task of the volunteer will be supporting the projects linked to the Summer Exchange of Animators. For this the volunteer will be working together with the working groups (young volunteers) responsible for the projects. These projects include voluntary service, seminars, training courses, holiday camps, study visits, development of publications, including preparation meetings as well. They are funded by Erasmus+, the European Youth Foundation, private donors or self-funded. For these projects the volunteer will travel abroad. It is crucial for the learning process to be involved in several activities in order to fully develop the key competences of the volunteer related to international youth work. This will take an average of 50% of the volunteer's time.

2. Team meetings & partner communication: Crucial to team work are team meetings, these meetings will be used to monitor the work of the volunteer. Working in an international context needs international communication. The volunteer will be in contact with our partners through email and telephone. This task is connected to the preparation and follow-up of projects. This will take an average of 15% of the volunteer's time.

3. Publicity and promotion: Good projects need publicity promotion to inform people on upcoming project or to share good practices that came out of the projects. This task is connected to the preparation and follow-up of projects as well. This will take an average of 15% of the volunteer's time.

4. EU youth policy: EU youth policy creates the framework for youth work in Europe. The volunteer has to get familiar with this as well. This will take an average of 10% of the volunteer's time.

5. Training: The last 10% is reserved for specific training for the volunteer. With this we mean the language course and the evaluation moments connected to the EVS programme. All the other tasks will be close guided as well, but this time is reserved for the direct training of the volunteer.

The volunteer will have an equal voice, but not equal responsibilities as the staff. The volunteer will go through an educational process, where he will get gradually more responsibilities, but the final responsibility will always remain with the staff. At the same time the staff aims to learn from the volunteer: by including a young volunteer in the secretariat we want to strengthen the links with the current needs and interests of young people. This gives the volunteer a model role as well.

## Youthpass and individual learning curriculum

- European Voluntary service is an individual learning programme for the volunteer. As DBYN applies a learner-centred approach in all its activities, it is important to bring in the interest of the volunteer into the EVS project.
- After an intake the international secretariat develops together with the volunteer a learning curriculum for the voluntary service. This document works defines the learning objectives of the voluntary service and a timeline of tasks to be performed during the voluntary service. It is important that we have a learning curriculum which both fits the aims and interests of the volunteer, as well as the strategic framework of DBYN.
- DBYN will use the Youthpass as a tool to reflect and validate the learning process of the volunteer. At the end of the voluntary service the volunteer will receive this certificate.

## Practical arrangements

### Working hours

The voluntary service is **38 hours a week**. Monday to Thursday the working hours are from 08:30 to 12:30 and 13:00 to 17:00. On Fridays the working hours in the morning are the same, but in the afternoon we end at 15:00.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	4	4	4	4	4		
<b>Afternoon</b>	4	4	4	4	2		
<b>Evening</b>							

The volunteer will also have to do work abroad; this can include weekends as well. All these working hours are part of a general working week. This means that if the volunteer works **overtime**, those hours can be recuperated at a later stage. The following week schedule gives an example of a working week including weekend work and how it can be recuperated the following week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>	4	4	4	4	4	4	
<b>Afternoon</b>	4	4	4	4	4	4	
<b>Evening</b>					2	2	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>		4	4	4			
<b>Afternoon</b>		4	4	4			
<b>Evening</b>							

The volunteer receives 2 days of **holiday** per month. The concrete arrangements for this will be made during the team meetings. In this way the volunteer can be offered some flexibility in the choice of holidays.

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## Transport & accommodation

For accommodation we will offer 2 possibilities, depending on the personal preference of the volunteer. There are two possibilities:

The first option is to live independently in Leuven, we will look for a place in a community house together with young workers, students and/or EVS volunteers. We have a preliminary agreement with the circus school “Cirkus in Beweging” to host the volunteer in their volunteer house. This organisation is also an EVS host organisation, hosting 2 long-term EVS volunteers and sometimes also people carrying out job shadowing. Since late 2015 they have a house inside the circus school where the volunteers can stay. There are 4 bedrooms, which mean there are 2 available for other people. We would propose our EVS volunteer to stay there because he/she would live and share the EVS placement with peers and have immediate access to a social network and activities of the circus school. Furthermore the EVS house is situated 300m from the DBYN office. In this option the volunteer will be responsible for the own household chores, and will receive a monthly budget to do so in a proper way.

The second option is to live at the Salesian community in Heverlee. This means the volunteer will be an equal part of the (religious) community life, having to help out with the chores connected to it. It is a unique opportunity for young people exploring their spiritual life, however this option will be only made available if there is a clear interest and direct question coming from the volunteer itself. If the volunteer chooses for this option he/she will have a meeting with the head of the community, for determining rules together. As all meals and other living costs are part of community life we will directly pay these costs to the financial manager of the Salesian community. The volunteer will still receive the allowance he/she is entitled to.

DBYN's office is very close to the city centre of Leuven. Leuven is a small city with a good public transport network. But the preferred method of transport in the city is by bike. DBYN will provide one for the volunteer. All other local and international travel related to the voluntary service will be covered by DBYN.

In Leuven there are many language schools. DBYN will register the volunteer in one which fits the profile of the volunteer.

## Contact details

### **Mr. Rein Meus**

General Secretary of Don Bosco Youth-Net ivzw

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