



# Unity iOS

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## Volunteer Expertise

Nicosia, Cyprus

# WHO ARE WE?

Politistiko Ergastiri Agion Omoloyiton



an NGO with experience in youth work since 1999 within our local neighbourhood and in European projects since 2007 (Youth in Action, Life Long Learning, Erasmus +).

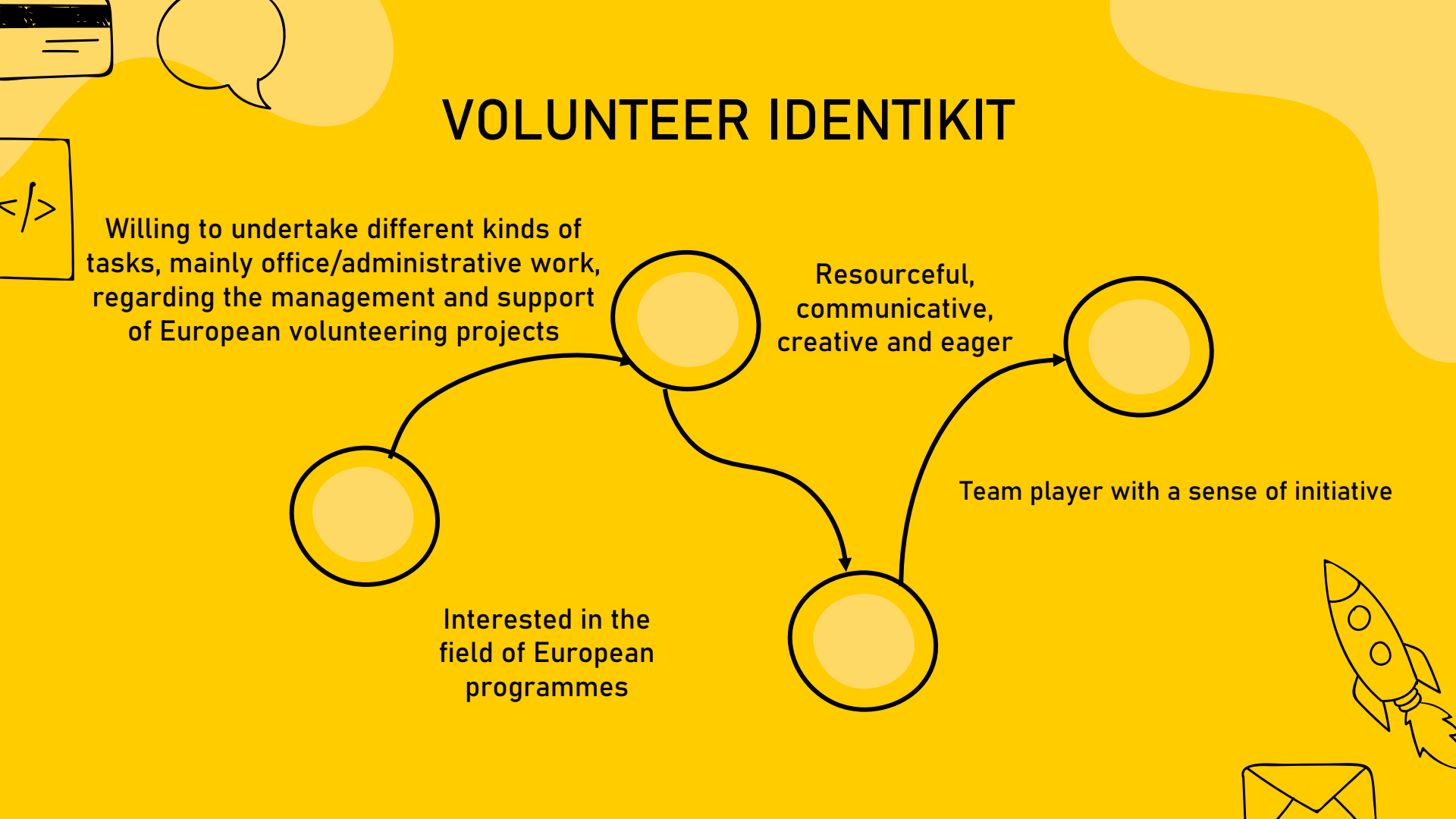




# PROJECT DESCRIPTION

The main objective of the project "Volunteer Expertise" is to offer an opportunity to international or local volunteers to be involved in the organisation, implementation and management of European volunteering projects. The project aims to offer volunteers the knowledge and skills relevant to preparing, implementing, managing and finalising projects, from the point of applying to the point of closing the project, by running project logistics, recruiting, maintaining everyday needed documentation, closing and reporting on implemented projects, communicating with partners/volunteers/stakeholders, promoting and disseminating a project's call and results and in general, by supporting all of the above mentioned processes and more. The volunteer might also be involved in the support of the afternoon or evening activities of the coordinating/hosting organisation connected to the running of the building as a cultural centre that hosts activities for children and adults.

# VOLUNTEER IDENTIKIT



Willing to undertake different kinds of tasks, mainly office/administrative work, regarding the management and support of European volunteering projects

Resourceful, communicative, creative and eager

Team player with a sense of initiative

Interested in the field of European programmes

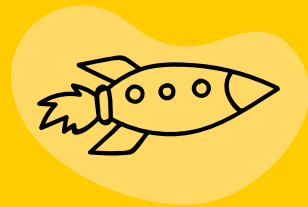
# VOLUNTEER ROLE AND TASKS (1)

- To understand how the ESC/Erasmus+ programmes and the European projects under them work
- To work closely with and by the instructions of the staff of the Organisation
- To create, organise and keep up to date the projects' folders with all needed documentation
- To draft, review, print, scan and file documents
- To promote European projects (digital campaign on social media)
- To communicate with volunteers, stakeholders and other organisations
- To support the adjustment of fellow volunteers
- To recruit international volunteers for projects (post calls on website, conduct interviews etc)
- To research and provide needed information regarding the ESC programme and European projects
- To learn and understand the Organisation's culture and objectives and promote it at all levels



# VOLUNTEER ROLE AND TASKS (2)

- To participate in the promotion of the Organisation's activities
- To take part in the Organisation's local and international activities and events at the cultural centre or at local schools
- To assist the Organisation in the preparation and the organisation of international and local European projects, seminars, youth exchanges or trainings as support staff before, during and after the activities (hosting/welcoming participants, collecting documentation, supporting participants, organising transportation, supporting visibility of activity- updating Facebook page, website, deal with catering/food arrangements and cleaning/tidying up)
- Working timetable/responsibilities may differ according to the need of the implementation of these projects
- To develop own project ideas which will be relevant with the Organisation's goals and activities after agreement with the Organisation



# HOW THE PROJECT IS STRUCTURED

You will work for 5 days a week, up to 30-35 hours (some days more, some days less depending on the needs).  
You will have 2 free days each week, which will vary depending on the schedule.



# ACCOMODATION

Accommodation will be provided by the coordinating/hosting organisation in the capital city of Nicosia, Cyprus, in an apartment shared with other volunteers. Food and transport arrangements shall be included in detail in the Activity Agreement.





# INSURANCE & POCKET MONEY

## INSURANCE

Each participant should be covered by the European Insurance «CIGNA». Each volunteer can relate to their sending organisation, otherwise talk to us. (FOR EUROPEAN CITIZEN ONLY!!!)

It's mandatory to obtain the European Health Insurance Card if free of charge, before arriving to the host country.

(<https://ec.europa.eu/social/main.jsp?catId=559>)

## POCKET MONEY

You will receive a monthly amount 270 euro to cover your personal costs for the duration of the project.

Accommodation is provided by our organisation.



# HOW TO ARRIVE (1)

The volunteer will be reimbursed for the amount of travel costs according to their distance departing from their hometown to the destination of Nicosia. The ONLY flights, reimbursed are to/from the following airports:

Larnaca International Airport (LCA)

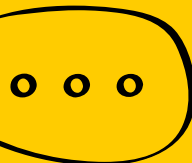
We will help you arrange your transportation from the airport to the place of accommodation. Travel costs will be reimbursed up to an amount, depending on the distance band from your point of departure to the point of arrival in Cyprus, calculated by the EU Distance Calculator of the European Commission.

<<THE FLIGHT TO/ FROM ERCAN INTERNATIONAL AIRPORT (ECN) WILL NOT BE REIMBURSED SINCE IT IS NOT PART OF THE EUROPEAN UNION.>>






## HOW TO ARRIVE (2)

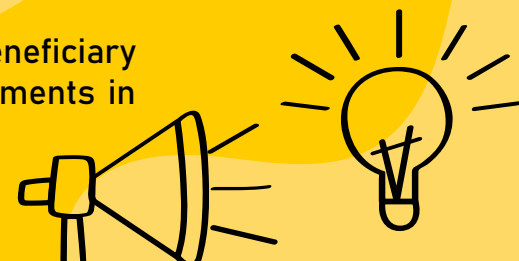


No travel reimbursement will occur unless ALL original documentation (ORIGINAL TICKETS, RECEIPTS AND INVOICES) is received by the coordinate of the project.

Other important details:

- Missing or lost tickets are not reimbursed
  - Booking paper alone is not enough
  - In case of long pauses or indirect routes (holiday travel), there is no reimbursement of travel cost.
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Reimbursement is done in Euro and bank transfer charges to the beneficiary account. After the project, please send us all your complete travel documents in ORIGINAL by mail to [escpolitistiko@gmail.com](mailto:escpolitistiko@gmail.com)



# HOW TO ARRIVE (3)

The distance band shall be calculated using the distance calculator of the European Commission, used for all European projects.

([https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en))

Distance	Amount	Rule of allocation
For travel distances between 10 and 99 km	20 euros	Based on the travel distance per participant. Travel distance must be calculated using the distance calculator supported by the European Commission.
For travel distances between 100 and 499 km	180 euros	
For travel distances between 500 and 1999 m	275 euros	
For travel distances between 2000 and 2999 km	360 euros	The applicant must indicate the distance of a one way travel to calculate the amount of the EU grant that will support the round trip
For travel distances between 3000 and 3999 km	530 euros	
For travel distances between 4000 and 7999 km	820 euros	
For travel distances between of 8000 or more	1500 euros	

# CONTACT US

Contact: [escpolitistiko@gmail.com](mailto:escpolitistiko@gmail.com)



We are looking forward to welcome you in Cyprus!

