

CALLING FOR VOLUNTEER

Information about Coordinating organization:

Youth center „Bāze” is institution of Gulbene District municipality, which aim is to support and promote initiatives of youth in Gulbene, in developing their life quality, support youth ideas and practically give help in organizing informal education events and activities. Youth center consists of co-operation between young people and organizations. „Bāze” attracts additional funding for youth projects, organize the non-formal education seminars and trainings; support young people's information gathering and youth information database development. Youth center support establish and maintain cooperation with other youth organizations in Latvia and also out of Latvia. Functioning in center is voluntary, without special education, social or economic standing. The priorities of center are - initiative, cooperation, sustainability. Main activities consists of non-formal education activities, projects and voluntary work. Since 2012, the youth center is multifunctional, opening up new opportunities: renovated, better equipped seminar, music and lecture rooms. Also one special arranged hostel room with 6 beds and shower. Youth center get new equipments to organize sport, lecture and multimedia activities. And since 2007 „Bāze” is sending, hosting and coordinating organisation for European volunteers.

More information about youth center:

Facebook: <https://www.facebook.com/jcbazegulbene/>

Web page: http://labisbabis.lv/?fbclid=IwAR37CaTlmFDToj2wtHFhqUvepsYJXLa4B-hwLq8is_ZCu5dzRJFf8yyGKn0

Information about Gulbene District municipality:

Web page: <https://www.gulbene.lv/lv/>

<https://www.visitgulbene.lv/>

Project Title	“Go rural”
Reference No.	2018-1-LV02-ESC13-002372
Sending Organisation (SO)	
Host Organisation (HO)	Youth center “BAZE” Brivibas street 22, Gulbene LV – 4401 Latvia tel: 00 371 64497569
Coordinating Organisation (if applicable) (CO)	Youth center “BAZE” Brivibas street 22, Gulbene LV – 4401 Latvia tel: 00 371 64497569
Volunteer (searching for two volunteers per 9 months)	Name, Surname Adress PHONE NUMBER e-mail Emergency contacts –name, surname, e-mail, phone number
Mentor	
Project coordinator	Renars BIEZAIS Latvia Brivibas street 22, Gulbene LV – 4401 Latvia 00 371 26558220

Description of the Role and Tasks of the Volunteer.

Role:

The project will be implemented across the territory Gulbene district in the outskirts of the city countryside and small village involving inhabitants, who have fewer opportunity to fulfil themselves in job area, learning and in social life. Therefore, with this project in Gulbene rural areas we strive to:

- Rise awareness about European Union and its process;
- Rise awareness about different cultures;
- Rise the participating inhabitant tolerance;
- Rise the awareness of opportunities in European Union and Latvia;
- Improve the diversity of activities;
- Improve participant language level;

Foster involved inhabitant development of different competences, for example, communication in a forging and native language, learning to learn and socializing competencies.

Tasks:

Main activities of long term volunteers will be:

- Organizing different kind of activities for inhabitants and youngsters of Gulbene district rural areas. Profile of activities will depend based on hosting organisation needs and volunteer profile and competencies;
- Practical foreign language activities;
- Organizing and planning thematic events;
- Organizing planning and supporting of free time activities.

Main activities for short term volunteers will be:

- Environmental activities, related with cleaning, improving different places of Gulbene district, for example, cleaning small rivers, improving and developing public places and rooms.
- Support and help biggest events in Gulbene district – youth day, Gulbene district festival, Gulbene town festival and others;
- Socially useful job – activities for seniors in nursing houses, cooperation with different social field.

Volunteer must:

- Participate in EVS promoting activities such as presentations, workshops, short seminars in other institutions in Gulbene municipality.
- Come up with new ideas and initiatives to make project more interesting and suitable for the need of young people and volunteer, including volunteer's own cultural and traditions activities.

Working hours and holiday:

The Hosting Organization Youth center "Bāze" works:

- Tuesday 12.00- 20.00
- Wednesday 12.00-20.00
- Thursday 12.00 – 20.00
- Friday 12.00 – 20.00
- Saturday 12.00 – 20.00

Monday and Sunday – holidays

Working hours and holiday:

- The volunteer's working hours per week will depend on amount of planned activities, minimum 30 hours (6 hours per day) and max 40 hours (8 hours per day).
- Volunteer will be allowed to make his/her own time table for the week, but it has to be agreed with HO (the Hosting Organization).
- For every project months volunteer has 2 holidays of working days, in total 22 working days (for 11 month).
- There are national holidays of Latvia on 18th of November, 1st and 4th of May and Easter, Midsummer festival – when it will be holiday for the volunteer.

Practical arrangements.

Travel arrangements:

- The travel arrangement is covered of the project, **within limits by Erasmus + program distance calculator.**
- The reimbursement of the ticket will be made after receiving original invoice from the SO and copy of the ticket by transferring money to bank account of the SO. Volunteer will also give original tickets and boarding pass to the HO. BUT after volunteers arriving in Latvia.
- Coming back ticket will be bought in the end of the project it will be bought by HO.
- The volunteer will be picked up from airport by representatives of HO. Going from Riga to Gulbene will be by car. The same schema will be for going back home.

Food:

There is self-catering for the volunteer. Volunteer will get **150.00 euro** in the beginning of every month to his/her own Latvian bank account, which will be made in the first days of his staying in Latvia.

Accommodation:

- The volunteers will be accommodated in an apartment. It is located close to the town center.
- Can be situation, than volunteer will share the apartment with second volunteer of other project.
- There is kitchen and bathroom in the apartment.
- There is washing machine, fridge, own, furniture, dishes, towels, bed- clothes in the apartment. WI-FI internet connection.
- In the beginning of the project volunteer together with project coordinator will purchase missing items for the apartment.

Local transport:

-Gulbene is small town (around 8 thousand inhabitants), you can walk quickly from one place to another, and therefore local public transport is not needed.

-Youth center “Bāze” has a car. The volunteer will be allowed to drive a car in case she/he will have activities out of Gulbene, for example, some village school and if she/he has a driving license.

-Expenses of public transport within Latvia will be covered by the project if the reason of transportation is connected with project activities.

-Personal travel expenses are volunteer’s own responsibility.

Language support:

There will be weekly Latvian language lessons organized by HO – (also will be offer Online Linguistic Support).

It will happen during whole project.

Equipment (phone, internet etc.):

- At the first day of staying in Latvia the volunteer will get Latvian self-phone SIM card (if necessary).

- There is phone in the youth center which could be used to phone to home country in case of emergent circumstances.

- There is easy accessible internet in whole youth center. There WIFI internet in the volunteers’ apartment.

-The HO will provide all practical materials for volunteer’s project activities.

Pocket money:

Pocket money 80.00 euro will transfer to volunteer’s Latvian bank account in the first dates of every month.

Insurance:

-The insurance Cigna is arranged by SO.

-At the moment volunteer arrives to Latvia he/her has to have Insurance card with him/her.

Project money:

Position	Money limit
Travel costs (SO, HO)	360 euro (both way)
Sending costs to SO	407 euro
Volunteers pocket money	120 euro monthly

*Contact information:
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