

## 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](http://labisbabis.lv/?fbclid=IwAR37CaTlmFDToj2wtHFhqUvepsYJXLa4B-hwLq8is_ZCu5dzRJFf8yyGKn0)

### **Information about Gulbene District municipality:**

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

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

<b>Project Title</b>	<b>“Go outside”</b>
<b>Reference No.</b>	2018-2-LV02-KA125-002195
<b>Sending Organisation (SO)</b>	
<b>Host Organisation (HO)</b>	<p><b>Rankas jauniešu iniciatīvu centrs “B.u.M.s.”</b>          Adress: Rēveļu pamatskola, Gaujasrēveļi, Rankas pagasts, Gulbenes novads, LV-4416, Latvia          E-mail: <a href="mailto:bums@gulbene.lv">bums@gulbene.lv</a>          Phone: 00 371 26634652</p>
<b>Coordinating Organisation (if applicable) (CO)</b>	<p>Youth center “BAZE”          Brivibas street 22,          Gulbene          LV – 4401          Latvia          tel: 00 371 64497569</p>
<b>Volunteer (searching for one volunteer per 9 months)</b>	<p>Name, Surname          Adress          PHONE NUMBER          e-mail          Emergency contacts –name, surname, e-mail, phone number</p>
<b>Mentor</b>	
<b>Project coordinator</b>	<p>Renars BIEZAIS          Latvia          Brivibas street 22,          Gulbene LV – 4401          Latvia          00 371 26558220</p>

## **Description of the Role and Tasks of the Volunteer.**

### **Role:**

Volunteer will be a part of Ranka youth center “B.u.M.s” workers. There are 2 youth workers. Volunteer will be involved in all processes of youth center – planning, organising activities, evaluation and feedback. Youth workers are open to learn and, also teach volunteer by involving him/her in all activities.

### **Tasks:**

Volunteer will be involved in the work of youth center – mainly working together with youth workers. One of youth workers will be volunteers tutor.

Volunteer will be mainly involved in free time organizing – depending in concrete volunteer’s needs and skills. We are flexible in proposing different voluntary work activities. We are expecting that volunteer will help us provide mobile youth center and give us new ideas for activities.

### **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 “B.u.M.s.” 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 18<sup>th</sup> of November, 1<sup>st</sup> and 4<sup>th</sup> 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 ti 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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Project manager  
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