**VOLUNTEERING IN PRIMARY SCHOOLS**

**15.8.2016 – 31.7.2017**

We are looking for volunteers who want to learn how to work with childer at the age from 6 till 15, or with younger children. Our EVS project that we are coordinating will take part in primary schools. Although it is connected with formal educational system, volunteers will be working with children mainly in their leisure time, in the aftenoon school club. You can choose between two different opportunities:

Primary school and Kindergarten Stare Mesto - Stare Mesto is a small town, moreless a village where children don't have any other opportunity to spend a leisure time. .

**Working tasks:**-preparing small activities for breaks or free time between lessons  
- helping with after school tutoring  
- preparing some workshop for school clubs  
- helping young children with moving in the school  
- preparing different events

-preparing you own projects

We are ready to offer our volunteers the opportunity to learn how to organise leisure time activities and we will also show them different methods how to work with children at different age. We will appreciate the help with after-school activities, language activities, school activities and also with different events. We want to offer our volunteers a space for their own activities and ideas.

Our plan for volunteers is working 35 hours per week. They will work from 9 a.m. till 4:30 p.m. with a lunchbreak, from Monday till Friday, weekends will be days off for them. Their schedule will (or may) include:

Regular activities:

- preparing small game activities for our breaks between lessons (we have two longer breaks that can our pupils use for some activities) and for time when children are waiting for afternoon lessons

- administrative work - helping with preparing material for creative workshops, coppying materials, write some articles for our websites, decorating our school

- helping with the programme Start together in our Kindergarten - preparing some non-formal activities connected to the activity centres

- preparing and realisation some sports and games for our children's clubs, learning the rules of different games, assisting the creative or sport workshops

- assisting in language lessons - preparing some non-formal activities

- after school English activities - individual and group, helping with homework, conversation activities, presenting their countries

- czech language course

- meeting with coordinators

Irregular activities:

- helping with preparing and running school events - Day of languages competition, performances and events for parents, school trips and courses, Mobility week, Day of family etc.,

- helping with preparing different projects and project days,

- helping with language and multicultural afternoons in kindergarten or in children's club,

- helping with school presentations for public,

- preparing his/her own miniprojects,

- cooperation with coordinating organisation Trendum, o.p.s.

in July or August volunteers will help with the school summer camp, if needed.

Czech language courses for foreigners are held in our school individually (from one of our teachers) or volunteers can attend some of the courses for foreigners in the language school or in Trendum in Ostrava. It takes thirty minutes by public bus to get there.

In the beginning of their stay volunteers will have intensive czech language course to enable them gaining the elementary knowledge of our language and making their integration into the organisation and into the cultural surounding of our school easier.

Volunteers can learn:

- how to become independent and responsible,

- how to work in international team,

- how to communicate in foreign language,

- how to work with children and youngsters and also with children with autistic spectrum disorder,

- how to prepare activities for children of different ages,

- how to organise various competitions and events,

- how to prepare projects and project days,

- how to present their own culture and their activities.

**ACCOMMODATION, FOOD AND TRANSPORT ARRANGEMENTS**

Accomodation will be in school dormitories, each volunteer will have his/her own room with standard equipment and also with internet connection. Volunteers can you kitchen and also washing maschine here. These dormitories are in Frýdek-Místek, 10-15 minutes far from school.

There can also be an opportunity to stay in University dormitories in Ostrava - big city. Volunteers can have all day meal in dormitories or they can eat also in the school. There is always a possibility to heat the food or go for a menu to a restaurant.

Volunteers will get travel card for public transport, all costs connected to work will be covered.

**TRAINING DURING THE OPPORTUNITY**

Volunteers will participate in trainings organized by the Czech National Agency - pre-departure and mid-term training.  
They will also have a possibility to participate in different workshops organized by coordinating organisation - for example team work, writing projects and so on.   
Every volunteer will also have a czech lessons.

**VOLUNTEER PROFILE**

We are looking for volunteers who are motivated to learn and especially who want to learn how to work with children. We don't have any other preferences. Volunteers must be older than 18 years.

**about staré město…**

Stare Mesto is a very small town situated on the north-east of the Czech republic, about 20 kilometres far from the centre of Moravian-Silesian region - Ostrava city. Stare Mesto has about 1400 inhabitants. The age average of local people is 39 years. You can find small shops here, restaurants, catholic church, library and also some sport opportunities - tennis courts, bowls, Petanque. Stare Mesto is also very close to Beskydy mountains, where people spend their leisure time walking, skiing and using different sports and fun centres.

The closest bigger city is Frydek - Mistek (5 km far). There is very good free of charge bus connection between Stare Mesto and Frydek - Mistek. Frydek - Mistek has about 60.000 inhabitants. You can find historical castle in the centre of the city, museum, few catholic churches, cinema, concert houses. City has also many opportunities for active sportsmen: roller skating, climbing, ice hockey, voleyball, tennis, yachting, surfing and swimming. There is also a dam very close to Frydek - Mistek with large Aquapark. You can also find many shops here and a shopping centre.

Frydek - Mistek is about 20 kilometres far from Ostrava, the biggest city of our region. Ostrava is a large industrial city with about 350.000 inhabitants. You can find many cultural and sport opportunities there, such as theatres, cinemas, large shopping centres, large sport centres. There is also a footbal and hockey team in Ostrava, both sports are very famous in the Czech republic. During the summer there are big festivals in Ostrava, the most famous one is called Colours of Ostrava. There is also very famous street called Stodolni, where you can find many music clubs, bars and restaurants. There are two big universities in Ostrava, so you can also meet some foreign students there.

Our school is located in three buldings, we have separate buildings for primary school, secondary school and klndergarten. There is a large garden around our schools which we usually use for our outdoor activities. We have also outdoor playground.

Our school has many equipped classes for students. We have also two separate large rooms for our children's club with computers, tables, toys, books, sport equippment, TV, CD and DVD player and electric cooker.

**Support of volunteers will be at different levels:**

1. Support of the hosting organisation - will be provided by supervisor of hosting organisation. Supervisors are responsible for integration of volunteers into the hosting organisation, for organisation of their activities and for monitoring their daily programme. Supervisor will also provide a practical support of the volunteers and help them with their life in Frydek Mistek. Volunteers will have regular meeting with the supervisor once a week, where they will discuss the practical issues of their stay in hosting organisation and reflect their voluntary service. They will also resolve possible problems and misunderstandings. Once a month the supervisor will evaluate together with volunteers their learning process and compare it with the map of competencies. All changes or differences will be consulted with the coordinating organisation.

2. Support of the coordinating organisation - volunteers will have regular meetings (every 3 months, depending on the individual need) with coordinator of the coordinating organisation where they will discuss their experience, impressions, learning outcomes and possible problems. The coordinating organisation will also organise different workshops for volunteers during their voluntary service.

3. Mentor - additional support will be provided by mentor. Mentor will be first of all responsible for integration of volunteer into local community. Mentor also will be available for solving some crisis, if needed.

Learning process:

In the beginning of their stay, volunteers will take part in an On arrival training organised by Trendum, o.p.s., where they prepare their learning plan and a map of competencies. The plan and the map will be a base for the evaluation of the learning process. The Youthpass certificate will also be introduce to volunteers so they can plan their development also with the help of this tool.