

EVS MORE – 2nd round

Duration: 6 months, from February to July 2016

Location: Berlin (Germany)

HOSTING ORGANISATION	GEB is a non-profit organization that is functioning as an educational-training centre. Our main purpose is education and vocational education, including civic education. We organize per year on average 330 work placements within different mobility projects. We have a strong network of European partners and we are helping in the planning, realization and evaluation of European projects. In such a way we continue with our primary concept of transnational exchange and cooperation. Our activity is mainly directed to young people, adults and less privileged people. We are deep believers of the benefits mobility projects represent for the personal development of the European citizen. The volunteering placement will be at GEB in the incoming department and the volunteer has to assist the incoming team with administrative work e.g. filling in tables, preparing the welcome packs, rental contracts, learning agreements, etc. The volunteer is responsible for the social and cultural activities offered to the incoming groups. This is, the volunteer has to plan a programme according to the requests of the sending organization and the available budget. He/ she has to book the events and accompany the group. The volunteer also has to help the incoming team with logistic tasks like receiving groups of students at the airport/ bus or train station; buy travel cards; pick up contracts at the work placements, going to the post office, etc.
VENUE	Germany – Berlin
IDEAL VOLUNTEERS' PROFILE	We look for volunteers who love to spend time with other people, since the volunteer is responsible for the social and cultural programmes we organise for trainees. Being open-minded, flexible, helpful and fluent in English are important characteristics of the ideal volunteer. Apart from that the volunteer shall be responsible, organised and like administrative work. The volunteering placement includes around 50% administrative work.
PLANNED ACTIVITIES AND	Activity 1 – social and cultural programmes: all around Berlin and Potsdam. Offer the volunteer very good chance to get to know the city

VENUES	well. Activity 2 – administrative work - office in Berlin Friedrichshain Activity 3 – logistic work – all around Berlin
FOOD AND LODGING ARRANGEMENTS	GEB pays off the volunteer the monthly grant. With it the volunteer covers the expenses for food and lodging as they prefer. GEB books a room for the volunteer for the first month. The volunteer is free to extend this rental contract if he/ she likes the room. Apart from the grant GEB covers extra the monthly travel card and language course expenses up to 250€.