

**1 VACANCY IN EUROPA JOVEN MADRID (COORDINADORA
INFANTIL Y JUVENIL DE TIEMPO LIBRE DE VALLECAS)
VOLUNTEER ACTIVITY DATES: 01/10/2016-31/07/2017**

“Coordinadora Infantil y Juvenil de Tiempo Libre de Vallecas” (www.coordinadora.org.es) is a non-profit organisation created by youth organisations which work with children and young people with less opportunities from the neighbourhood of Vallecas, Madrid, Spain. There are more than 20 associations in Coordinadora Infantil y Juvenil de Tiempo Libre de Vallecas. We host 7 volunteers. 6 of them are placed in associations of Coordinadora Infantil y Juvenil de Tiempo Libre de Vallecas and collaborate in Europa Joven Madrid. The 7th volunteer collaborates mainly in Europa Joven Madrid.

Since June 2005 Coordinadora has been in charge of the implementation and management of Europa Joven Madrid (European Youth Centre of Madrid: www.europajoven.org) for the Madrid City Council.

This centre offers information about mobility opportunities for young people: work, studies, travel, languages, voluntary work... in Europe! We organize information sessions about EVS, and we send and host EVS volunteers every year. We are also a local desk of Eurodesk (www.eurodesk.eu), the European Youth information network supported by the European Commission.

TASKS IN EUROPA JOVEN MADRID:

The tasks of the volunteer in Europa Joven Madrid (EJM) will be:

- Developing conversation workshops.
- Helping in the information sessions in EVS.
- Helping in the monthly newsletter of Europa Joven Madrid, web page, facebook, twitter,
- Helping in the daily activity of the center and in special events organized by the center.
- Helping the coordination with other volunteers in special events or activities of Europa Joven Madrid.
- Supporting special events of Coordinadora Infantil y Juvenil de Vallecas
- Helping with Eurodesk tasks and activities related to the information about Europe issues.

The volunteer will have an active role in the team meetings, in the preparation of activities, planning, meeting with Europa Joven team, and his/her opinions will also be considered.

The volunteer will also have the opportunity to make his/her own suggestions and propose new ideas. We would like that the volunteer takes initiative, brings his/her own ideas, plans and develops any activity in which volunteer is interested and we will try to realize them if it's possible. We expect the volunteer to propose one own activity at least once per quarter.



Working hours and free days:

Volunteer will collaborate about 30 hours a week. The activities will take place from Monday to Friday. The volunteer will have 2 days free a week. Volunteer will have 2 free days each month, and it's to be spoken between EJM team and volunteer when volunteer will enjoy this free days, but sometimes like in Christmas, Easter volunteer will have obligatory holidays, because the centres are closed. Volunteer will try to avoid taking holidays in the busiest periods, like for example June or July.

This is an example of a weekly timetable: (EJM means Europa Joven Madrid Center)

Monday	Tuesday	Wednesday	Thursday	Friday
12:00-19:00 EJM		11:h Meeting with other volunteers		12h-14h
	12:00-19:00 EJM	12:00-19:00 EJM	12:00-19:00 EJM Conversation workshop	

They will also have the opportunity to propose their own suggestions and ideas.

Please, if you are interested in one of these vacancies, please send us the application form, a CV and motivation letter before **4th of April** to: evsvallecas@asociaciones.org