

**Job Description - „Stakeholders in action” project**  
**- EVS volunteer -**

**Name of activities:** *Reporter in Romania,*

The EVS volunteers, together with the local volunteers will gather audio and video materials based on which they will make documentaries about the rural life, about the myths, the legends and about the local traditions. In order to accomplish this, the volunteers will be a part of the public life of the community, they will interview and organise discussions and debates on certain themes, they will do "study cases" and observe the particular characteristics of the host communities.

Every month the volunteers will organise public presentations of their materials, and at the end of the project, a public presentation of the documentary will be organised. Furthermore, at the end of their stay, the group of volunteers from each community will present a printed publication containing images that describe the life of the host community, as well as articles that describe their learning experience. Starting with the first days of their stay, after having got used to the surrounding realities of the host community, the EVS volunteers together with the local ones and under the local coordinator's supervision will make up the calendar of activities and their stages. At the same time, the volunteers' responsibilities will be assigned.

The EVS volunteers together with the local ones will make up the community's cultural activities' calendar, based on the events that are scheduled to take place locally (holidays, celebrations, the creation of new events directly related to the presence of the EVS volunteers in the host community). Based on this calendar, the volunteers together with the activity manager will organise certain events as members of the community. Moreover, between the most important public manifestations of the local community, the EVS volunteers will gather audio and video materials from events that take place in the locals' families as well as parts of the everyday life of the community. In order to do this, the EVS volunteers will prepare their participation to the relevant moments of the community's life, will organise events (thematic workshops, debates, discussions, study cases, brainstorming sessions and group and individual interviews, focus groups). They will prepare games of role play in order to obtain relevant materials about the local cultures and behavioural elements.

Every month the EVS volunteers have the task of organising public presentations of the materials that they had gathered, in order to involve the local community as much as possible. The activity of organising this public presentation will include formulating and handing out the invitations, having a short introductory discussion when handing out the invitations, organising the hall and coordinating discussions based on the materials that had been presented. The volunteers from the host community will prepare a printed material containing data, opinions and descriptions of the way the cultural and behavioural items are perceived after having had the experience of the EVS volunteers. This activity also includes making up a magazine in a printed version which will be distributed especially in the local community with the help of the local postmen. The magazine will be the result of the

collaboration between the EVS volunteers, the local volunteers and other stakeholders such as public authorities, local economic agents or corporations.

The magazine will include articles about the everyday life of the EVS volunteers in the local community, about their objectives, relevant images describing their activity as well as articles that promote “The Youth in Action” program. Regarding the present activity, we estimate that they will acquire competences and abilities in 70% of the time and the other 30% will be used for acquiring information.

The standard schedule of one week as a Reporter in Romania is the following – yet it may be adapted to particular communities:

### Monday, Tuesday and Thursday

09:30 -10:30 Breakfast

10:00 – 13:30 (field activity) Taking interviews, participating to the social life of the host community, scheduling meetings and gathering information and images for the project's website and magazine

13:30 – 15:30 Lunch break

15:30 – 18:00 Processing the materials for the documentary and for the magazine, writing the articles

18:00 – 18:30 Evaluation of the day, discussion about the learning experiences among the EVS volunteers with the participation of the local coordinator and the activity manager (option 1), meeting between the EVS volunteers and mentors (option 2)

### Wednesday

09:30 -10:30 Breakfast

10:00 – 13:30 Taking part to the Romanian classes

13:30 – 15:30 Lunch break

15:30 – 18:00 (field activity) Organising the public presentation of the materials (the hall, preparing the equipment, handing out the invitations, organising the presentation), organising events (workshops for the locals, focus groups, debates and discussions that will help them gather materials about the behavioural and cultural elements of the host community)

18:00 – 18:30 Evaluation of the day, processing the learning experiences among the EVS volunteers (option 1), organising the specific sections of the project's website (option 2)

### Friday

09:30 -10:30 Breakfast

10:00 – 13:30 (field activity) Taking interviews, participating at local meetings, participating at the social life of the host community, scheduling meetings and gathering information and images for the documentary about the host community

13:30 – 15:30 Lunch break

15:30 – 18:00 (field activity) Taking interviews, participating to the social life of the host community, scheduling meetings and gathering information and images for the project's magazine and website

18:00 – 18:30 Meeting between the EVS volunteers and mentors (option 1), making up the reports regarding the activities of the past week (option 2)

### Saturday and Sunday

Free time

Depending on the volunteers' wish, these two days can be used in order to complete the out-door activity developed during the working days, for programming – if needed of some meetings with local volunteers, with the responsible persons for activities or with local coordinators. As well, if the case, in situations in which important events take place in the hosting community at the end of the week, EVS volunteers can develop out-door activities, so that working hours these days can be recovered as free time during working days.

- *In what way volunteer (volunteers) will be actively involved in the activity*

EVS volunteers will be involved in all central activities of the project and in all the stages of the activities: preparation/implementation/evaluation. Involvement of volunteers will be direct, but facilitated by representatives of organization's promoters, especially those of the host organization. Millennium Center Association along with other promoters of this project will create the framework for the development of activities, EVS volunteers and local ones being the central actors, who will give life realities described and prepared. EVS volunteers will be responsible to customize the activities of each host community, the design itself is thus proposed to create a dynamic and generous framework enough to be able to express creativity and innovation. Methodology of the EVS volunteers' involvement in the activities proposed is a predominantly non-formal and the measures that will be taken by promoting organizations belong to a well-outlined theoretical platform, inspired by principles, values and vectors of Youth in Action program, as they are specified and described in official documents.

The coordinating/host organization, in order to involve volunteers in a more direct manner and pronounced in the central activities of the project, as well as in the socio-cultural realities of the hosting community will take actions through local coordinators and will involve the community itself by developing a network of volunteers from other NGOs, public authorities, economical agents and individuals. The entire assembly thus created will facilitate direct involvement of volunteers in the realities and in the event created by this project. Likewise, sending organizations involved EVS volunteers already selected through consultations on the specific activities to be implemented, on the practical aspects (accommodation, meals, the number of working hours per day, the management of free days, including the list of facilities and options.

EVS volunteers will incorporate and shade the proposed activities so that they respond to the needs of learning, taking into account the expectations and fears of each individual. Thus, this project, although being a group one, promoter organizations take, in particular the individual as an entity of reference, the targeted educational process is a personalized one. In this manner, each EVS volunteer, each local volunteer and other beneficiary actors of the present project will be actively involved in all the moments/ stages of activities.

Points that need to be taken into consideration by the local facilitator/volunteers in what the promotion and visibility of this project are concerned:

#### **Performing regular public meetings with local stakeholders from hosting organizations**

- during these meetings there will be presented issues regarding the activities undertaken by EVS and local volunteers. Previous to public meetings, the organizers will determine the approach, the list of invited stakeholders and organizational details such as location, the techniques of presentation and interaction with guests. Invitations to stakeholders that will participate in each of the presentations will be customized and delivered personally by local and EVS volunteers at least 5 days prior to meetings. At these meetings will be invited to share the experiences gained both EVS and local volunteers, and also the direct and indirect beneficiaries of the actual activities implemented.

#### **The creation of "door-to-door" actions to promote the activities developed and the Youth in Action program (with emphasis on European Voluntary Service)**

- periodically, EVS volunteers together with local ones will promote "door-to-door" the activities developed and the Youth in Action program (with emphasis on European Voluntary Service). EVS volunteers will talk to locals to whom they will present the project and will answer to their questions. EVS volunteers and local volunteers will start their

promotion through meetings with local residents since the first days of stage. It is notable that the "door-to-door" promotion will be achieved step-by-step. The first stage is what we call "Good Neighbourhood Initiative" through which EVS volunteers will be encouraged to invite neighbours and to accept their invitations, an opportunity through which they will have the chance to explain the context in which the project is developing, the importance of such projects, and relevant data about the Youth in Action program and values/concepts underlying its operation. The local facilitator has here the responsibility of coordinating the work of volunteers in this case, to first give them guidance to EVS and local volunteers and further just to be supervisors of these activities and only if necessary to intervene more actively.

### **The editing and distribution of a regular newsletter**

- this newsletter will present the activities developed by the EVS and local volunteers throughout this project, issues regarding non-formal and informal education, suggestive images of volunteer activities, and articles/editorials on the Youth In Action program with accent on the European Voluntary Service. For the printed version of the newsletter is taken into consideration its distribution to as many house numbers by working together with local postal agents. For the electronic version, in the first 3 months of project's implementation, the coordinating organization will create a database that contains e-mail addresses of people who have expressed their agreement to receive the newsletter. The database will be segmented according to the major areas of interest holders of electronic addresses have, so that the newsletter's content to follow the "reader" preferences. It is also worth mentioning the fact that volunteers, through the local facilitators and the hosting organization, will receive a model of how the newspaper should look like. Afterwards, monthly, the volunteers will have to make it mostly on their own, asking for help only when really necessary - for example when they will need a translation into English to make the newsletter a more accessible target for the audience.

### **The creation of public photo exhibitions:**

- the exhibitions will contain suggestive images volunteers' activities from the hosting communities. Each picture will be personalized through a title. To note is that photos will be made in black and white and also coloured, in different formats and sizes, so to transmit the message of the promotion and visibility's authors of activities. Here, the local facilitator has the responsibility to check the pictures before the exhibition and to encourage volunteers to create and display the most appropriate ones, must also organize the event itself, along with the volunteers.

### **The organization of public displays**

- in the framework of hosting communities of audio-video materials produced in different stages of the project. When viewing these materials there will be also present representatives of the coordinating organization, who will facilitate discussions about the Youth in Action program, focusing on the European Voluntary Service. The local facilitator having the responsibility to encourage volunteers to take initiative, to moderate meetings when these can represent values worth emphasizing, to encourage volunteers to make audio and video materials more attractive to the public and not only for the activity to have a success every time, this activity can take place every one and a half month.

Issues worth focusing on by the local facilitator regarding the dissemination of results:

### **The organization of public meetings**

- within the hosting communities the coordinating organization will consider the possibility of organizing public meetings for the presentation of the results of EVS volunteers to which there will be invited all the local interested parties (local stakeholders); At these public events, the EVS volunteers will the activity they developed until that time, a discussion will be moderated on the impact of activities and the way in which past experience can be used for new initiatives in the future. This activity can be achieved with the previous one regarding the presentation of audio and video materials made by EVS volunteers together with local ones, led by local facilitators

### **The creation of the EVS displayer**

- through this initiative we want to promote the results of the activities developed by the EVS and local volunteers in this project. The displayers will be updated by EVS volunteers themselves, and attached to these there will be mounted mailboxes through which the coordinating organization will receive feedback on the local activities implemented. Mailboxes will be checked at least twice a month by the local coordinator of activities. Additional information will receive the local facilitators and the PR responsible from the project's team.

### **The writing and sending of letters to the youngsters from the hosting community of the community - the host**

- the coordinating organization, represented in communities by the local facilitator, will create a database of young people in the hosting community, in order to send them a letter containing a brief description of this project, information on activities already undertaken by EVS volunteers, and also an invitation concerning involvement in future activities.

### **The writing and sending of letters to representatives of the local public administration (locally elected people, human resources agents, contractual personnel)**

- the coordinating organization, represented in communities by the local facilitator, will create a database of young people in the hosting community, in order to send them a letter containing a brief description of this project, information on activities already undertaken by EVS volunteers, and also an invitation concerning involvement in future activities.

### **The writing and sending of letters to local economical agents and active corporations from the area**

- the coordinating organization, represented in communities by the local facilitator, will create a database of young people in the hosting community, in order to send them a letter containing a brief description of this project, information on activities already undertaken by EVS volunteers, and also an invitation concerning involvement in future activities.

**The realization of a public photo exhibition representing the activity developed:**

- EVS volunteers, at the end of the project will organize in the hosting communities a public photo exhibit, containing pictures of the activities implemented

**The maintenance/updating/administration of the project's web-site:**

- this issue will be made by posting support materials for the dissemination of results recorded, being guided by the IT specialist and if he needs help, the local facilitator can also intervene, the latter having as major responsibility to provide volunteers with utilities, equipment and conditions necessary to achieve these activities