



Cofinanciado por el  
programa Erasmus+  
de la Unión Europea



Ayuntamiento de Aljaraque  
Comisión de Participación Ciudadana,  
Juventud y Movimientos Territoriales

# EVS INFO-PACK FOR PARTICIPANTS



“ALJARAQUE SE MUEVE POR EL SVE”

Dear participant,

On behalf of the Youth Services Department at the City Council of Aljaraque, we would like to welcome you as a participant of our project "Aljaraque in action for the EVS".

We hope that this info-pack provides you with all the necessary information about our project and our organization, making it easier for you to understand how we work in the context of the EVS and serving as an initial contact with our organization and team culture.

It is our pleasure to host you and we have the best expectations about this project coming true thanks to everyone's work. In case you have any questions or suggestions to make, please do not hesitate to contact me or my coworker Elvira Miró through the following email address: [Erasmus@ayuntamientodealjaraque.es](mailto:Erasmus@ayuntamientodealjaraque.es) or call +34959318782.

WELCOME!

Estimado participante:

En nombre de la Concejalía de Juventud, Participación Ciudadana y Nuevas Tecnologías, queremos darte la bienvenida a nuestro proyecto "Aljaraque se mueve por el SVE".

Con este info-pack, esperamos facilitarte toda la información necesaria para que contribuya a entender mejor nuestro proyecto de SVE y sobre nuestra organización y el desarrollo que nosotros podemos ofrecer a los voluntarios europeos.

Nos complace tenerte como participante y tenemos las mejores expectativas acerca de este proyecto en el que se ha puesto tanto esfuerzo y seguro dará sus frutos. Ante cualquier duda, por favor, no dudes en ponerte en contacto Juan Portela o Elvira Miró en la siguiente dirección: [Erasmus@ayuntamientodealjaraque.es](mailto:Erasmus@ayuntamientodealjaraque.es) o en el teléfono +34959318782.

¡BIENVENIDO!

## ABOUT US, THE HOSTING ORGANIZATION

The youth department of the City Hall of Aljaraque is a department that develops politics of local youngsters.

Objectives:

- To reinforce the participation of youngsters in the development of the city.
- To promote experimentation among them as a non-formal learning process.
- To offer a good information system to young people as a support to their plans towards their adult age.
- To prevent risks associated to young behaviour.
- To improve the quality of the programs and services offered to the youth.



The Youth Information Center of Aljaraque City Council began working as a local youth initiative in 2004, based on the needs and interests of the local youth of Aljaraque. Since then, this City Council has been working as a stable local official public entity, with the mission of inspiring young people to take action to achieve their goals and act according to their needs.

Although our activities take place in different locations around the city, the main meeting and information point is our The Youth Information Center, located in Avenida de Punta Umbría, 20. 21110 Aljaraque, Huelva.

## ABOUT OUR EVS PROJECT

Practical arrangements:

The volunteer will work 35 hours per week distributed in 5 days (two days a week rest). He/she will work from Monday to Friday from 10h to 14h in the morning and from 17h to 20h in the evening, except for those situations that require working in the weekends for special events. When he/she has to work in the weekend, he/she will have two days off the following week. He/she will have 20 working days off for holidays that should be agreed with the hosting organization in advance so that it doesn't interfere with our activities.

Activities proposed:

Project activities: 15/10/17 - 15/06/18

Total duration: 8 months

The volunteer will work with different target groups: seniors, kids, young people, volunteers...

He/she will work in the following locations and areas:

## Young Europe service:

- Participate in EVS and Erasmus+ promotion by organizing informative workshops about these programs and talking about his/her own experience as a volunteer.
- Write blog articles by telling his/her own stories, the stories of volunteers and projects from the area;
- Organize free conversation and cultural activities for young people to learn about the volunteer's background (food, music, media, traditions, conversation tandems, etc.).
- Create and update a blog, a weekly/monthly newsletter and a Facebook page with news about different Erasmus + opportunities for young people (exchanges, EVS, scholarships, internships, etc.)



- Support young people who want to participate in EVS projects by helping them writing Europass CVs, cover letters, job hunting, etc.
- Cooperate in the search of European partners to organize mobility projects.

- Suggest activities to enrich the existent action lines in the Young Europe service.

## Center of Youth Information Aljaraque:

- Organize and support daily activities for young people, elders, children, sports, cultural...
- Help in the promotion of the activities (newsletters, blog, leaflets and other promotional material);
- Help collecting and analyzing the interests of young people in Aljaraque and elaborating evaluation materials for the participants of our activities.
- Disseminate information about the Youth Information Center in High Schools and different information points around the city.
- Find out about local organizations which provide services for young people (profit or non profit).

- Learn about Spanish language and culture.
- Help developing the Youth Information Center, by organizing and supporting activities for youngsters, offering the required information to citizens, by offering own suggestion on how to improve the communications process...
- Collaborate updating the Facebook page of the Young Information Center, emailing organizations about interesting news for young people as well as creating our weekly newsletter with activities organized by us and external parties.
- Organize and perform meetings with our young representatives to support them and coordinate the organization of our workshops/events.
- Carry out intercultural activities in common with other European volunteers such as quizzes, cooking workshops, group dynamics and games in their mother tongue, etc.
- Support the activities that our center organizes.
- Suggest and put into practice his/her own ideas

#### Manuel Sandez Senior Centre:

- Organize and support activities to take place in the Centre such as creativity workshops, bingos and social games, social dance workshops, etc.
- Organize and support intergenerational activities with elders/young people, etc.
- Collaborate in reading workshops in English/Spanish.
- Undertake accompanying and assistance initiatives for the elderly (reading, conversation, accompanying in daily errands, etc.).

#### Guadalinfo Centre of Aljaraque:

- Supporting the main instructor in the organization and performance of workshops related to information and communication technologies (organizing the groups of participants, preparing materials, issuing certificates, updating databases, etc.)
- Suggesting activities related to these technologies or other software they have experience with.
- Promoting these courses and workshops through social media, email, word of mouth, etc.
- Free access to Guadalinfo's wifi for his/her personal use and to update our social media, blogs, etc.

### Childhood and education area:

- Collaborate in the organization of activities for children regarding the education area of the City Council.
- Support activities under the “Child Friendly Cities” project of UNICEF.
- Organize and perform storytelling activities for children.
- Organize and perform language and cultural workshops for children related to the country of origin of the volunteer.
- Suggest other activities for children.

### Expected learning outcomes:

- The volunteers will learn about the political and institutional organization of Aljaraque in Andalucía, just as about the reality of associativism and volunteering in the autonomous region.
- The volunteers will strengthen their skills training groups of young people, team working, managing different resources and facilities, implementing risk prevention measures and working in peer education fields.
- The volunteers will acquire knowledge of different methods of non-formal education like discussion moderator, energizers or team building.
- The volunteers will enhance their communication skills, specially networking and speaking in public.
- The volunteers will improve their spoken and written Spanish as well as their knowledge of Spanish culture.
- The volunteers will learn about selection of relevant information, knowledge and data processing, image and text processing, creating blogs and websites, etc.
- The volunteers will learn the techniques of youth information, youth work from the point of view of information to young people, the opportunities that youth information centers to provide to the population, European and international networks of information.
- The volunteers will acquire skills to adapt methods/communications/activities to different targets (youngsters, elders and children) in the context of intergenerational education.
- The volunteers will acquire knowledge of communication strategy and promotion skills.

- The volunteers will develop entrepreneurial attitudes by proposing and implementing their own ideas.
- They will acquire digital competences related to information and communication technologies during the performance of their daily tasks and specially during the activities hosted at the Guadalinfo Center.

## ABOUT ALJARAQUE

General information:



Aljaraque is a quiet, rural area surrounded by marshes and pine forests, with bike tracks to the beach and a lot of leisure and sport alternatives in the nature, as well as cultural services in the capital (Huelva) which is 7 kilometers away (10 minutes by bus or 20 by bike) from Aljaraque. We have a population of 20.000 inhabitants where 50% of them correspond to citizens under 30 years, one of the highest in the province of Huelva,

making it ideal to host projects for this target.

Basic needs are cheap and accessible both for citizens and foreigners in Aljaraque, and locals are delighted to be able to help outsiders they find in the streets (usually, it is better to ask young people as they are more likely to speak English fluently). Cost of living can be compared to your local prices here: <https://www.expatistan.com/cost-of-living> or <https://www.numbeo.com/cost-of-living/comparison.jsp>

## FINANCING THE EXCHANGE

According to the Erasmus+ program regulations the organizers cover:

### Food:

The volunteer will receive 180 Euros monthly. We recommend budgeting these expenses in common with the rest of the volunteers in order to maximize your resources as you will be sharing accommodation.

## Accommodation:

The volunteer will live in a room in a shared flat with the rest of the volunteers. The flat will be fully furnished and provided with standard equipment and essential household goods. All expenses are included (electricity, water, gas) under a certain limit described in the document named Flat Rules that will provide before arrival. Wifi will not be covered, but you can access our free wifi at the Guadalinfo Center.



## Pocket money

Every month, within the 10 first days, the volunteer will receive money for their personal expenses according to the rates planned by Spanish NA, that is, 123 Euros monthly. In order to receive the amount the volunteers have to open a Spanish bank account (transport or residence permit needed). If the volunteers don't want to open an account in Spain the money (minus charges) will be transferred to their international account.

## Local transport

The locations for all the activities to be performed by the volunteer are walking distance from the accommodation provided. However, if there are any special activities that require transportation, it will be provided by the hosting organization.

## Linguistic support

The volunteer has the right to receive linguistic support through an online platform, as indicated in the Erasmus+ program guide. There is no possibility to offer face to face language support granted by the project costs.

## Travel and cost reimbursement

The following table shows maximum reimbursable travel cost per participant in euros. These amounts are defined according to Erasmus + program rules and they depend on the distance between the departure city and Aljaraque.

Departure country	Arrival country	Distance range in kms	Number of participants	Max. travel budget/participant in Euros
Italy	Aljaraque (Spain)	500-1999	1	275 €
Greece	Aljaraque (Spain)	2000-2999	1	360 €
Armenia	Aljaraque (Spain)	4000-7999	1	820 €

To receive the reimbursement of your travel expenses you need to send by postal delivery all the original copies of the transportation means you have used (plane, bus, train, etc.) to arrive to the meeting point in Aljaraque. These include:

- Tickets
- Receipts
- Boarding passes
- Invoices

Reimbursement will be made in EUROS regardless the currency mentioned in the tickets, receipts or invoices.

PLEASE NOTE that if you exceed the reimbursable travel cost, the difference will not be covered and you will have to pay for it.

## Travel planning

There are three main airports you can use to arrive in Huelva:

- Madrid (Barajas Airport)
- Seville Airport
- Faro Airport

If you choose Madrid airport, the cheapest way to arrive in Huelva is to take a train from the T4 terminal which you will arrive at to the bus station at Mendez Álvaro <http://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bytrain.htm>

From the bus station, there is a direct bus provided by Socibus which prices are available at <https://www.goeuro.es>

Another possibility would be to search for carpooling options from Madrid to Huelva at <https://www.blablacar.com/>

If you choose Seville airport, you can use the special EA bus line from the airport to the bus station at Plaza de Armas or to the railway station (the train connection with Huelva is faster but more expensive). For more information about this EA line timetables and prices, <http://www.aena.es/en/sevilla-airport/public-transport.html>

Finally, if you choose Faro (Portugal) airport, at <https://www.movelias.es/es/> you can look for buses provided by ALSA and DAMAS to Huelva. Another option would be using a Blablacar as mentioned above, if there is any.

The buses arrive at Huelva bus station. There are direct buses from there to Aljaraque every half an hour approximately. You can search for times and prices at <http://www.damas-sa.es/index.php/rutas-y-horarios/>

PLEASE NOTE participants will not be picked-up from the airport on the arrival day (October 15<sup>th</sup>, 2017). The meeting point in Aljaraque will be specified before arrival.

## Insurance

The insurance provided for our volunteers is the one defined by the EVS group insurance plan foreseen in the Erasmus+ Programme and provided by CIGNA.

It would be advisable for you to acquire travel cancellation/delay and luggage lost insurances for your trip if you wish (not reimbursable) if these events are not covered by the CIGNA insurance.

We also recommend you to acquire a European insurance card (for European citizens) that covers basic illness and accidents in the same way as if the volunteer was in his/own country <http://ec.europa.eu/social/main.jsp?catId=559>

## Weather forecast and luggage planning

Weather in the Aljaraque is mostly sunny and humid, even in winter. You can check the forecast before coming at the following link: <http://www.aemet.es/es/eltiempo/prediccion/municipios/aljaraque-id21002>

## FURTHER INFORMATION

You can find more about our organization in the following sites:

<http://www.ayto-aljaraque.es/es/>

<http://www.ayto-aljaraque.es/es/areas-tematicas/juventud/>

<https://www.facebook.com/corresponsalesjuvenilesaljaraque>

<https://www.facebook.com/cijayuntamientodealjaraque/>

<https://t.me/AljaraqueJuventud>