



**AFS Interculturele
Programma's vzw**

HOSTING PROJECTS BELGIUM FLANDERS

AFS INTERCULTURELE PROGRAMMA'S VZW

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I General info on projects in BFL

Age limits: 18-30 years.

Number of volunteers: Most of the projects only host one volunteer.

Application deadline:

30 April 2019

Hosting: All participants will be hosted in a host family or at the work place, depending on the project.

Only volunteers who are truly motivated to live in a Belgian host family should apply for this project! Please do know that our host families are not necessarily living near the project. Be aware that you might have the travel time from your home to your project might take a while. Especially, when your project is situated in a large city (like Brussels, Antwerp or Ghent), it's very likely that you will be hosted in the suburbs and not in the city centre.

Language: The will to learn the Dutch language is a very important aspect. We expect people to be dedicated to learn Dutch. In most projects the motivation to learn Dutch fast is a requirement. We will offer online Dutch language courses, but motivation remains the most important factor to communicate at ease. A good communicative knowledge of English is desirable and sometimes required. All communication with AFS BFL is done in English. Depending on the volunteer work you want to do, in most projects it is necessary to have a very good level of communication skills in English.

Travel: please make sure to arrive at Brussels national airport – (airport code = BRU)!

Guarantee:

Once you are accepted as an EVS-volunteer in a project, we will ask you to provide us with:

- A guarantee of 75 euro (which will be refunded right after your arrival in Belgium, together with the pocket money for the first month)
- A health form signed and stamped by your doctor (we will give you a form)

II Projects

AFS: ICL@school

Period of the project: September 2019 – August 2020

City: Mechelen

Activities and mission of the organization:

AFS Intercultural Programs is an international, voluntary, non-governmental, non-profit organization that provides intercultural learning opportunities to help people develop the knowledge, skills and understanding needed to create a more just and peaceful world.

Sector of the organization: education, intercultural learning, exchanges

Location of the project:

Mechelen is a small city, centrally located in Flanders between Brussels, Antwerp and Gent.

Office environment:

The staff consists of approx. 17 people, who support a very large group of local volunteers.

Tasks:

The project consists of two components:

1. ICL through language learning in local schools

AFS Interculturele Programma's wants to share its ICL (intercultural learning) experience with the local high schools. The current diversity in the Flemish schools has become an ideal environment to share our knowledge by providing educational workshops. Currently the diversity in local schools is more seen as a "problem" than as a privilege.

Unfortunately we also notice that the Flemish schools are dealing with a lot of drop outs, mostly by students with a migrant background. With those realities, facts and figures in mind, AFS wants to offer schools workshops based on intercultural learning during language lessons.

2. Building Global Competences in the adult exchange market

AFS Interculturele Programma's is a member of the worldwide Sentio-network.

Sentio is an international network of organizations committed to promoting "Experience Based Intercultural Learning" as a key component of the adults international mobility market. Sentio supports and follows the AFS Mission and values, thus promoting lifelong intercultural learning.

In order to achieve this, Sentio developed an educational program designed to support learners participating in an international experience in building their global competence. This program is called the Global Competence Certificate (GCC) and is composed of 18 online modules with guided reflection and live training at key points in the curriculum. Each of these online modules contains a short video, where we

introduce the key topics of intercultural learning and begin the conversation online (through forums, discussion, questions, and assignments). When a participant has gone through all the online sessions and attended the reflection sessions and live trainings, (s)he receives the Global Competence Certificate.

TASKS

1. ICL for schools (50%)

- Contacting the schools: the volunteer will be responsible for contacting schools and for promoting the workshops to the schools. Once a school has registered for a workshop, (s)he will do the practical preparation and follow-up with the responsible teacher.
- Giving the workshops: the volunteer will present the workshops to the schools, and share the ICL knowledge with the students. The volunteer will be able to bring the workshop to practice.
- Evaluate: The volunteer also will have to evaluate this project together with all the stakeholders and if needed, adapt the workshops or process. The volunteer will have to transfer what (s)he learned to the staff.
- Language learning: the volunteer will coordinate the online language tool Rosetta Stone and will implement these language exercises into the workshops.

2. Global Competence Certificate (50%)

- The volunteer will be trained to become Qualified Facilitator (QF). As such, (s)he will facilitate reflection sessions and live trainings
- Coordinate the pool of Qualified Facilitators: organize meetings with the QF's planning reflection sessions for participants and assigning them to a QF,...
- Be in touch with GCC participants on a regular basis as their first contact person
- Organize in person meetings together with the other QF's
- Evaluate reflection sessions and live trainings
- Search for new volunteers to become QF and assist candidates in their training

WORK HOURS

From Monday to Friday:

- When at the office: flexible work hours with start between 8 and 10 am and finish between 4 and 6 pm, with a 30 minute lunchbreak
- When on location: flexible, max. 11 hours/day

The volunteer will occasionally work during evenings or weekends.

Recuperation time can be taken within the week, after consultation with the mentor.

SKILLS

- strong level of English, French, German and/or Dutch
- affinity with the target groups: high school students and young adults

- interested in intercultural learning and global competences
- pedagogical and didactical skills
- ability to speak in front of groups
- hands-on mentality
- strong motivation to learn Dutch

BENEFIT FOR THE VOLUNTEER

- enhance pedagogical and didactical skills
- contact with a diverse audience (high school students, young adults, schools, local volunteers,...)
- deepening into intercultural learning
- learn and improve a (new) language
- opportunity to be in contact with senior teachers in Belgium/Flanders
- becoming a Qualified Facilitator of the Global Competence Certificate
- work in an international organization
- be part of an enthusiastic team of volunteers

BENEFIT FOR THE ORGANISATION

- giving an extra value to the international network
- building strong ties with educational instances
- offer incentive for schools
- strengthen our pool of Qualified Facilitators

SUPPORT / MONITORING

The project will assign a personal mentor (staff member) to the participant, who will give direct feedback and support.

AFS: Social Media & Events

Period of the project: September 2019 – August 2020

Native City: Mechelen

Activities and mission of the organization:

AFS Intercultural Programs is an international, voluntary, non-governmental, non-profit organization that provides intercultural learning opportunities to help people develop the knowledge, skills and understanding needed to create a more just and peaceful world.

Sector of the organization: education, intercultural learning, exchanges

Location of the project:

Mechelen is a small city, centrally located in Flanders between Brussels, Antwerp and Gent.

Office environment:

The staff consists of approx. 17 people, who support a very large group of local volunteers.

Tasks:

The project consists of two components:

1. AFS ambassador at events and festivals

AFS Interculturele Programma's wants to present its programs and projects of intercultural learning to high school students, young adults and families at events and festivals in order to increase intercultural understanding and enhance world citizenship.

2. General assistance of the communications team in line with your personal interests and competences

Every year, AFS Flanders sends 200 high school students and young adults abroad and hosts about 130 foreign students in Belgian homes. 900 local AFS volunteers make this happen: they recruit the students and families and support them throughout the whole exchange process. The marketing and communications team creates social media campaigns, provides promotional materials and internal communication materials for staff members, volunteers and students.

TASKS

1. AFS Ambassador at events and festivals (50%)

- The volunteer will assist the AFS Communications and Marketing Team (CMT) in the creation of promotion materials for events and festivals
- Makes an inventory of interesting events and festivals, local as well as national, relevant to AFS
- Builds up and hosts an interactive AFS exhibition stand at several events and festivals
- Invites local AFS volunteers to join her/him at hosting the exhibition stand
- Presents itself, together with local volunteers as an ambassador of AFS Interculturele Programma's to young people and families
- Providing and tracking promo equipment for the use of local events managed by AFS volunteers

2. The volunteer will assist the AFS Communications and Marketing Team (CMT) in: (50%)

- Daily management of our national Instagram account
- Training and support of local social media volunteers
- The creation of online and offline promotion campaigns for the recruiting of new attending students and host families
- Engaging volunteers in promotional campaigns

WORK HOURS

When at the office: flexible work hours with start between 7.30 and 10 am and finish between 4 and 6.30 pm, with a 30 minutes lunch break

When on location: flexible, max. 11 hours/day

The volunteer will work during the day from August to March and from October till December. In the event season, the volunteer will mostly work during evenings or weekends (May-September).

Recuperation time can be taken within the week, after consultation with the mentor.

37,5h/week

SKILLS

- Strong level of English, French, German and/or Dutch
- Strong motivation to learn Dutch
- Skilled in Indesign, Photoshop, Wordpress, Excel
- Skilled in the use of social media
- Affinity with the target groups: high school students, young adults and working families
- Interested in intercultural learning
- Social, enthusiastic and friendly
- Hands-on mentality
- In possession of an international driving license type B

BENEFIT FOR THE VOLUNTEER

- You get to know Belgium
- Visit several cities, universities, events and festivals
- Enhance social and marketing skills
- Contact with a diverse audience (high school students, young adults, working families, local volunteers, ...)
- Learn and improve a (new) language
- Work in an international organization
- Be part of an enthusiastic team of staff and volunteers

Period of the project: September 2019 – June 2020

Native City:

Brussels

Activities and mission of the organization:

The International Federation for Spina Bifida and Hydrocephalus (IF) was founded by people with spina bifida and hydrocephalus (SBH) and their families in 1979. Over the years, it has grown from a voluntary association into a professional disabled people's organisation with global coverage, democratic structure and transparent and accountable processes. IF's fast-growing membership now includes 51 organisations in Africa, Australia, the Americas, Asia and Europe. The majority of IF member organisations are led and governed by adults with SBH or parents of children with SBH.

IF's mission is to reduce the incidence of spina bifida and hydrocephalus by primary prevention, and to improve the quality of life of people with SBH and their families through human rights education, political advocacy, research and community building.

Sector of the organization:

Human Rights, Health and Disability, Communication

Location of the project:

IF's office is located in the center of Brussels (between the Central and Midi train stations, easily accessible by public transport) in a multicultural setting. Our colleagues come from different parts of Europe and speak several languages. Due to the international nature of our work, the volunteer will have an opportunity to learn about different cultures and their particularities.

Be aware though that your host family will very likely be living outside the capital city.

Office environment:

Our staff consists of 9 people, and the volunteer will be part of our Communications' Team, which consists of 3 staff members (including the volunteer). The volunteer will often work independently on projects and have the opportunity to attend events and hearings in the EU institutions.

Our colleagues come from different parts of Europe and speak several languages. Due to the international nature of our work, the volunteer will have an opportunity to learn about different cultures and their particularities. The organisation and colleagues highly welcome inputs to all sections of the office.

Benefit from the volunteer:

The consultation with members has identified the need to invest resources in developing the activism of young people with spina bifida and hydrocephalus at the national level. This long-term investment will ensure sustainability of IF and reinforce its legitimacy as the NGO of people with SBH and their families. We are looking for a volunteer experienced in working with young people to develop this strand of our work under the supervision of the Communications officer and European Programme manager, and in close cooperation with all colleagues.

Tasks of the volunteer:

- Supporting the implementation of the IF external and internal communication plan;
- Developing campaign material for social media

- Editing images and movies
- Coordinating the gathering and creation of content for our monthly newsletter;
- Drafting and proofreading news for the web and press releases;
- Contributing to the creation, editing and management of accessible information through various communication tools (website, newsletter, publications);
- Updating social media tools such as Facebook, Twitter, Youtube, LinkedIn;
- Proactively seeking new ways to increase IF's visibility;
- Occasional media monitoring;
- Supporting members' relations management;
- Supporting IF campaigns and events

Working hours during a normal day:

Working hours: 10 am - 4 pm from Monday to Friday

Specific skills volunteer should have:

- Excellent writing skills in English (native speaker level);
- Knowledge of Office Suite, Google Suite, photo editors, Adobe Creative Suite, Wordpress;
- Experience in a busy international environment is a plus;
- Interest in human rights and social affairs.
- Strong proactive and a -can do- attitude;
- Sociable and flexible, cooperative working approach, teamplayer;

Candidates with disabilities are strongly encouraged to apply and are guaranteed an interview if the above requirements are met.

Level of language skills:

Excellent level of English

Volunteer's benefit:

The volunteer will learn about the life in a small (but with a global coverage!) NGO, including working with national members, global experts and the European Union stakeholders. S/he will improve her/his advocacy and campaigning skills with an emphasis on representing the rights of the most underprivileged groups in the society. We can offer the increasingly independent working environment to a motivated self-starter who is not afraid to learn and face challenges. The volunteer will also receive exposure to the wider international Brussels environment and get an opportunity to undertake some European travel for IF.

International school of Leuven

Native City: Leuven

Period of the project: September 2019 – June 2020

Activities and mission of the organization:

ISL was set up in 2013 as a private non-profit organization by the City of Leuven, the University of Leuven (KU Leuven), IMEC (Nano-technology research center) and the Flanders Biotechnology Institute (VIB). ISL offers pre-primary and primary education in English for children of the wider Leuven region expatriate community. ISL uses the International Primary Curriculum, a combination of academic, personal and international learning. ISL is a well-respected member of the Belgian Association of International Schools. ISL educates about 65 children between the ages of 2.5 and 11 years old and is growing fast.

Sector of the organization: education-children

Location of the project:

ISL is housed on the campus of the University College Leuven – Limburg (UCLL) in Heverlee in the outskirts of Leuven. ISL campus is situated next to the E40 Highway Liege-Brussels at exit Haasrode, about 5 km from the historic city center of university town of Leuven (pop. 100.000) and about 25km from the capital city of Brussels. ISL campus is easily accessed by public transportation (regular bus lines from Leuven center and train station), bicycle and car.

Office environment:

ISL employs about a dozen fully qualified teachers (full/part-time) with various international backgrounds. Teaching assistants/interns are used on a regular basis to help out in regular class setting or for teaching art/music/PE. Many parent-volunteers are likewise part of the school scene.

The headmaster is a very experienced education professional with an extensive teaching and education management track record in the Flemish school system. He has been involved with ISL from the very first moment (since 2013).

Benefit from the volunteer:

Volunteer with interest and talent for early childhood education and English language skills will be a valuable asset as a teaching assistant for the professional staff in the different class groups. ISL is a non-profit that tries to offer quality English language / international education at reasonable cost, so quality staff is always in short supply. The very international environment also requires input from different cultures in the broader framework provided by the professional and volunteer staff, benefitting the childrens' education in general.

Tasks of the volunteer:

- Teaching assistance
- Classroom and recess supervision
- Logistic support for classroom teachers
- Arts and crafts, music, PE
- Homework assistance
- Administration

Specific skills volunteer should have:

We are looking for a highly motivated and dynamic personality, with a love for children and a passion for education.

- Interest /background in early childhood education required.
- Sociable personality is a must
- Some experience or formal training in primary education is a major plus.
- Skills in arts, crafts, music, ... are most welcome.

Level of language skills: Proficiency in English at least level B-2, preferably higher.

Volunteer's benefit:

Integration in a professional (pre-) primary teaching setting using the International Primary Curriculum. Young dynamic school with lots of room for personal learning and growth.

Variety of teaching staff with international back grounds, used to working with interns and volunteers.

Locally anchored in cooperative system with local Flemish school(s).

Steinerschool Michaëlschool

Native City: Turnhout

Period of the project: September 2019 – June 2020

Activities and mission of the organization:

The Michaëlschool is one of the 20 Steinerschools in Flanders, hosting a kindergarden and primary school. The aims of the school are the education for children between 2,5 - 6 years old (kindergarden) and children between 6-12 years old (primary school) based on the Steiner pedagogy. The Steiner pedagogy is focused on the personal and social development of children in a well-balanced and free environment. It takes into account of the needs of the the child as a whole – academic, physical, emotional and spiritual. The education is based on an understanding of the relevance of the different phases of child development whereby the development of the love of learning and an enthusiasm for school are central.

Sector of the organization: **children – non-formal education**

Location of the project:

The Michaëlschool is located in Turnhout, a small city (+/-40.000 inhabitants) in the Northern part of Belgium. The school is a 10 minute walk from the town center where public transport is easily available. A bike can be provided by the school to get to the bus/train more quickly if necessary. There are direct train connections to the 2 biggest cities of Belgium: Antwerp & Brussels (both 1 hour train journey). There are busses on a regular base to all smaller villages around. This means the volunteer will easily get to the Michaëlschool and will also easily be able to visit other parts of Belgium (or even Europe as all connections are possible from Brussels) in his/her spare time.

Turnhout has a nice architecture and a lively cultural scene (big theaters, concert and play facilities), which on semi-regular bases include cultural activities for local schools. Whenever possible the Michaëlschool happily integrates those activities.

The building of the Michaëlschool is a former factory surrounded by lively new development. The building was recently renovated. It has special shaped large windows, lots of airy space and an elaborated playground with natural wooden structures incorporated. it also includes grass land and a biological crop garden. The maintenance of the crop garden is part of the school project and integrated in the school program for all pupils.

Benefit from the volunteer:

The Michaëlschool sees education its widest context. Having an EVS volunteer is therefore rewarding to all parties involved. We want to educate our pupils to become able young people who have a strong sense of self and diverse capacities that enable them to become socially and economically responsible world citizens and this with respect for other cultures. A foreign volunteer helps to achieve this goal.

Tasks of the volunteer:

We are looking for a volunteer to be part of our staff in the kindergarden (2,5 - 6years) and more specifically in the first class of kindergarden (2-3year old). The volunteer will be actively involved during her/his whole stay. The tasks will all be related to the follow-up and supervision of the children during their school day.

The following tasks will certainly have to be performed:

- taking care of the preschoolers getting (un)dressed for the outdoor activities (we do a lot of outdoor activities even under bad weather conditions - in order to be able to do so, we've rain &

mud equipment that our smallest children gradually need to learn to put on themselves, this is one of the skills they learn in the first class)

- Recess duty: We have moments of free playing and directed playing, during both moments not only supervision but also observation of the development of the children is an important task of our staff. If interested it could be a possibility for the volunteer to prepare some directed play moments (with coaching of the class teacher)
- Helping to prepare the fruit and soup meals: healthy food is part of our education, Therefore our day starts with a fruit plate where the fruit is brought by the children and then peeled and shared between the pupils. 3 times a week we also prepare soup with fresh organic vegetables in our kindergarden classes together with the children.
- Preparing and supervising the after lunch nap: we're enthusiastic about the positive impact of a resting/sleeping moment for our kindergardners. Therefore until 6 years old they all have a moment of rest on their mattresses after lunch.

The volunteer could start a personal project under coaching of the class teacher. E.g. a possible project: prepare and supervise a directed play moment where his/her culture is integrated in order to be able to share and transmit some of this to the pupils. This could be on a regular base (e.g. weekly), in order to create interaction and interest with the children towards this specific intercultural play moment.

Of course all the tasks described above are performed under the guidance of the class teacher.

Working hours during a normal day:

The volunteer will voluntarily work 5 days a week. Monday/Tuesday/Thursday 8h00-15h10 and Wednesday/Friday 8h00-12h40. School-holidays are free. Obviously, during the summer holidays the school is closed, but we offer the volunteer ongoing activities that are linked to the tasks that he or she will have done during the school year at Speelpleinwerking Wollebos (Turnhout). Speelpleinwerking is a common setting in Flanders, where children can attend holiday activities under the supervision of experienced monitors. Those summer activities include outside group games, art workshops, playground visits, games, ...

Specific skills volunteer should have:

- be open minded
- patient with children
- motivation and determination to learn more
- communicative and sociable
- interest in Steiner philosophy: we advise volunteers to read more about the Steiner education method before arrival

Level of language skills:

Intermediate knowledge of English and strong motivation to learn Dutch

Preparation:

The volunteer will need a **certificate of good behaviour** and a **health certificate** signed and stamped by the doctor declaring that he/she has the capability to work in a school environment. These are the same main conditions as the staff.

Volunteer's benefit:

For the volunteer it'll be a rewarding to observe and co-work the way our vivid community of teachers do coach the children and their responses to it. For our teachers it's also a plus to be able to share their experience and to be in contact with other backgrounds and life experiences. We have worked with volunteers for over more than ten years. Therefore our school is used to welcoming foreign volunteer member to its staff and is very much willing and looking forward continuing these exchanges.

De Appeltuïn

Native City: Leuven

Activities and mission of the organization:

De Appeltuïn is one of the 40 Freinet Schools in Flanders. The Freinet Pedagogical concept is part of the larger pedagogical project of Community Education in Flanders. Its aim is the total development of a person, with attention for the optimal development for each child personally. De Appeltuïn is a kindergarten and primary school.

The aims of the school are:

- to have a constant attention for natural learning, based on the experiences and world of interest of the child, keeping in mind the established development goals and school terms.
- To work together, based on cooperative and democratic consultation instead of one sided authority. Children are one of the three stakeholder groups in our school. This way, we want to stimulate independency in children.
- To experiment and learn-by-doing instead of applying rules and regulations, because the learning effect is much larger when a child can convert self-discovered material into new relations.
- To work usefully and functionally. Working useless in a school leads to following without thinking and a lack of satisfaction.

The groups of children are structured in a way that there are always 2 age groups together. This stimulates that older children learn from the younger ones and the other way around.

There is a lot a thematic approach – so called projects – especially in the kindergarten. Their kids can explore together different themes that are of interest in their world. In primary school, these projects are larger and more elaborated in time and space. The learning area of ‘world orientation’ is treated in these projects.

Sector of the organization: children - education

Location of the project:

The school is located in the centre of Leuven, at 20 min. walk from the train station. Leuven is one of the most popular cities in Flanders for students. It is one of the oldest university cities of Belgium and has a wide range of cultural and social activities. Students from all over Belgium and Europe live here during the academic year. Leuven has a very rich history and possesses a lot of nice historical buildings and sites. Leuven has a small centre but counts several parts, which are nearby and are more quiet and green. It counts about 90.000 inhabitants.

Office environment:

De Appeltuïn has a staff team of approx..23 people, which includes kindergarten teachers, primary school teachers, pedagogical support team, after care, administrative staff, coordinator,...

Another important factor in this school is the involvement of parents and thematic working groups within school the education of the children. This can be in the classroom (projects, practical work,..), class responsible, working groups in the school (reading support, logistics, music, communication,..).

Benefit from the volunteer:

The school sees project education as the important working method. Having an international volunteer could in this context be a perfect challenge for everyone involved to apply this form of non-formal education. The presence and cooperation of a foreign volunteer can mean a serious surplus value in our

school. One of our goals is to form our children to be active citizens with respect for every other human being and for other cultures.

Tasks of the volunteer:

The tasks of the volunteer will evolve from practical help in the classroom to the setting up of a specific project. The velocity of this evolution will depend on the growing language and practical skills of the volunteer.

The volunteer will:

- Assist in mainly one classroom (3rd-4th grade). This can be individual guidance of children who can't follow the lessons as good as the others. It can also be to assist when the teacher is using a method where they need assistance, for example when they want to do an educational game to teach them something; then the volunteer can help in preparing this and guide it. It can also be to help with the classes when they are drawing, making something creative, or doing workshops, such as drama and theatre or teaching them new songs.
- Take part in out-door activities with the children: go swimming with them, excursions, thematical workshops, ... For example, going to the forest in autumn to learn about this season, going to a museum and they have interactive work-shops, going to a theatre or a movie and later in class having a de-briefing about it, going to the seaside and learn about the typical vegetation there, going for a week somewhere together...
- Next to that, the volunteer will organize own activities and workshops, depending on the interests of the volunteer. For example, to set up a project about her home country, to teach the children about the differences and similarities between cultures. A lot of time of the volunteer's work will go to this aspect.

Working hours during a normal day:

The volunteer will do voluntarily work for 4 days a week from 9AM until 4PM. School holidays are free. Obviously, the summer holiday the school is closed, but we strongly wish to offer the volunteer ongoing activities that are linked to the tasks that s/he will have done during the school year. De Appeltuyn supports this and provided us with useful contacts. A lot of children that attend the school visit "Speelpleinwerking" during summer. This is a common setting in Flanders, where children can attend holiday activities under the supervision of experienced monitors. Activities include outside group games, art workshops, spending time in the playground, games, ... At this stage, we don't have a concrete practical outline of the tasks of the volunteer during summer, but we started negotiating with "Speelpleinwerking De Pit" and "Speelpleinwerking Groene Zone".

Specific skills volunteer should have:

For De Appeltuyn **motivation** and **interest** in the themes the project is working with, namely education and children, is the biggest criteria. The learning-possibilities of the volunteer are also important. Since it is needed in the work with children, the volunteer needs to like to work with children and should have interest in pedagogical methods.

Level of language skills: motivated to learn Dutch

Volunteer's benefit:

The volunteer will be as an extra in the team of the teachers of the school. She/he will get the opportunity to assist in different classrooms (mainly one, but some others) and to get a close look on the educational tools and methods of a 'Freinetschool'. The principles of the Freinet-philosophy are related to 'non-formal education' and 'experimental learning'. This means that the children have to work on a variety of projects with different themes.