

## SUPPORTING ROLE

- Ensure effective coordination of the project in cooperation with all other participating organisations.
- Distribute the grant between all organisations.
- Carry out all or some of the administrative tasks of the other organisation(s) involved.
- Carry out dissemination and information activities.

- Select and match registered candidates in the European Solidarity Corps Portal or support the registered candidates to find suitable opportunities.
- Ensure that the volunteer signs a volunteering agreement which includes a learning and training component.
  - Encourage the volunteer to enrol and take part in the general online training.
  - Ensure that the volunteer receives support in carrying out language preparation.

Provide adequate preparation for the volunteer before departure, according to the individual needs and in line with the Training and Evaluation Cycle and if possible, ensure the participation of the volunteer in the pre-departure training session.

- If possible, ensure that the volunteer is in possession of the European Health Insurance Card and is covered by the obligatory Insurance plan foreseen by the European Solidarity Corps.
- Ensure that the volunteer receives the European Solidarity Corps Info Kit.
  - Stay in touch with the volunteer and the host organisation throughout the activity.

- Provide support to the volunteer to help them reintegrate into their home community.
  - Provide the volunteer with the opportunity to exchange and share experiences and learning outcomes.
- Encourage the involvement of the volunteer in dissemination and exploitation of results and learning outcomes.
- Provide guidance regarding further education, training or employment opportunities.
  - Ensure the participation of the volunteers in the annual European Solidarity Corps event.

APPLICANT

BEFORE THE PROJECT

AND AFTER

# ★ Super Coordinators of volunteering projects ★

### ATTITUDES

Trustworthy  
Inclusive  
Flexible  
Open  
Fair

### KNOWLEDGE

European Solidarity Corps programme  
Non-formal education  
Needs of own organisation and community

### SKILLS

Languages  
Communication  
Intercultural sensitivity  
Project management  
Youth work

## HOST ROLE

- Ensure that the volunteer attends the full Training and Evaluation Cycle.
- Ensure that the volunteer makes proper use of the European Health Insurance Card, and only uses the insurance scheme when required by the circumstances.
- Offer to the volunteer the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated.
- Identify clear learning opportunities for the volunteer.
- Provide task related support, supervision and guidance to the volunteer through experienced staff.
- Provide support for the learning process and for the identification and documentation of learning outcomes, through EU or national validation tools, e.g. Youthpass and Europass.
- Provide support to volunteers undertaking language courses.
- Identify a mentor who is responsible for providing to the volunteers personal support as well as support to carry out self-reflection, identification and documentation of the learning outcomes of the activity.
- Encourage contact with other European Solidarity Corps participants whenever possible.
- Provide opportunities to integrate in the local community, meet other people, etc.

- Provide suitable accommodation and meals (or a food allowance) to the volunteer, including the holiday period.
- Ensure that means of local transport are available for the volunteer.
- Provide the due allowance to the volunteer on a weekly or monthly basis.

LEARNING, MENTORING AND SUPPORT

VOLUNTEERING CONDITIONS