

Holder of the document

SURNAME(S) *

Vomáčka

FIRST NAME(S) *

Tomáš

ADDRESS

Veveří 15
602 02 Brno
Czechia

DATE OF BIRTH

dd mm yyyy

NATIONALITY

Czech

Host partner

NAME AND ADDRESS *

Junák – český skaut, z.s.
Středisko Plamínek
U Potůčku 12
Brno 9, Czech Republic

ELECTRONIC SIGNATURE

SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Jan Novák

TELEPHONE

+420 777 666 555

TITLE/POSITION

Leader of a Scout unit

E-MAIL

jannovak@plaminek.cz

Title of volunteering activity:

Preparation and organization of a Scout summer camp

AIM OF THE ACTIVITY

- Preparation and organization of a Scout summer camp
- Coordination of a scout summer camp (15 days)

DURATION OF THE MOBILITY

FROM:

dd mm yyyy

TO:

dd mm yyyy

LENGTH OF THE MOBILITY

5 months

* Headings marked with an asterisk are mandatory.

Skills acquired during the voluntary activity

ACTIVITIES/TASKS CARRIED OUT *

Ensuring a smooth operation of the camp with regard to organizational issues (such as providing of water samples, communication with the regional hygiene station, applying for permission to set up a campsite)
Planning and preparing programs for children, defining main goals, proposing the content and structure of the whole camp game, preparing supplementary activities
Purchasing materials and other supplies necessary for all activities
Ensuring transport to the campsite – renting a bus or searching public transport connection, ensuring transport to the waterpark during the summer camp
Carrying out all daily routines, programs and activities for children
Communication with other Scout unit participating on the summer camp; development and coordination of shared activities
Dealing with urgent issues in order to ensure a smooth operation of the camp (emergency medical visits, grocery shopping, etc.)

JOB RELATED SKILLS

Practical skills in the field of leisure time pedagogy
Strengthening leadership skills

COMPUTER SKILLS

Making applications and registration entries

ORGANISATIONAL / MANAGERIAL SKILLS

Time planning, preparation of daily schedule for all camp instructors, assigning tasks
Preliminary planning and preparation of programs, good time management needed for preparations made within the last quarter of the school year
Preparation of documents for the final financial statement

COMMUNICATION SKILLS

Ensuring communication with parents, providing information on the camp and on applications, responding to any queries
Ensuring communication with other leaders, negotiating and making a compromise, accepting proposals and opinions
Ensuring continuous communication or communication on sudden changes with the campsite staff (cook, health care worker, etc.)
Responding to possible crisis situations (injuries, heavy rain, epidemic)
Ensuring communication with representatives of the regional hygiene station within the hygiene control of the campsite, communication with representatives of public rescue services, who are prepared to intervene in case of emergency

OTHER SKILLS

Preparing meals and food for all participants (approximately 100 people)
Problem-solving skills, autonomy, responsibility
Flexibility - is able to reflect and adapt within his work current needs; ability to respond to changes in a program, to learn quickly and to adapt to changing environments
Ability to create a pleasant and friendly environment for both children and leaders

DATE *

05 | 08 | 2017 |
dd | mm | yyyy

ELECTRONIC SIGNATURE OF THE
REFERENCE PERSON/MENTOR

* Headings marked with an asterisk are mandatory.