

Holder of the document

SURNAME(S) *

Špáta

FIRST NAME(S) *

Dušan

ADDRESS

Zimní 19 566 01 Vysoké Mýto
Czechia

DATE OF BIRTH

09 | 09 | 1993

dd mm yyyy

NATIONALITY

Czech

Sending partner

NAME AND ADDRESS *

INEX – Sdružení dobrovolných aktivit, z.s.
Varšavská 30 120 00 Praha 2 Czechia

ELECTRONIC SIGNATURE

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

Jana Koňasová

TELEPHONE

+420222362713

TITLE/POSITION

Coordinator of voluntary projects INEX
SDA

E-MAIL

info@inexsda.cz

Host partner

NAME AND ADDRESS *

Organization of International Volunteer Service 12, Rue de Parme Bruxelles,
Belgium

ELECTRONIC SIGNATURE

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

Katrien Cheval

TELEPHONE

+ 32 2 415 20 91

TITLE/POSITION

Coordinator of voluntary projects

E-MAIL

oivs@oivs.be

Title of the voluntary activity:
Intercultural Experience at Youth
Center 24, Bruineveld, Leuven,
Belgium

AIM OF THE ACTIVITY

Promoting community development.

Promoting non-formal education and intercultural learning for young people in
the local community.Developing language and communication skills of participants, including
intercultural communication.

Promoting creativity, entrepreneurship and understanding the global context.

DURATION OF THE MOBILITY

FROM:

13 | 02 | 2016 |
dd mm yyyy

TO:

25 | 02 | 2016 |
dd mm yyyy

LENGTH OF THE MOBILITY

2 weeks

* Headings marked with an asterisk are mandatory.

Skills acquired during the voluntary activity

ACTIVITIES/TASKS CARRIED OUT *

- Organizing cultural and educational activities in the local community.
- Coordinating groups of international volunteers on the venue, organizing their free time activities.

JOB-RELATED SKILLS

- Preparing and realizing educational activities (focusing of the educational activity, choice of interactive methods, flexible work with a group of participants and individual approach, mentoring, evaluation of activities).
- Production of cultural activities (arranging the organization, preparing the program).
- Administration and project management.

LANGUAGE SKILLS

- Development of communication skills in a foreign language, especially in English (B2 level), development of vocabulary and overcoming scruples about communicating in a foreign language. Development of the skill to adjust the difficulty of the used language so that the listener understands (especially when interacting with the local community).
- Development of the basic vocabulary and grammar in French.

COMPUTER SKILLS

- Electronic mail, Skype, MS Office – used especially when preparing the participation at a volunteering project “Intercultural experience at Youth Center Leuven, Belgium”.

ORGANISATIONAL / MANAGERIAL SKILLS

- Cooperation within an international group of volunteers – communication with the group (10 volunteers from 9 different countries of the world), participation at preparing the leisure activities (organizing trips, socializing dinners etc.), participation at engaging the volunteers in works to organize the activities.
- Participating at the organization of the volunteering project – arrangement of the catering and cleaning of the venue, coordination of the transportation of the group, resolving problem situations etc.
- Organization of activities – supporting logistic organization of the activities, participating at preparing the cultural program.

COMMUNICATION SKILLS

- Intercultural communication and learning about the cultural habits (in the local community, among participants in the group – communication with people from different countries and background).
- Resolving/Mediation of misunderstanding.

OTHER SKILLS

- Positive and motivated approach towards the work has a favorable impact and motivates the cooperating volunteers as well.
- Flexibility – ability to adjust the style of communication necessary in different situations.
- Independent and responsible tasks solution.

DATE *

dd	mm	yyyy

ELECTRONIC SIGNATURE OF THE
REFERENCE PERSON/MENTOR

* Headings marked with an asterisk are mandatory.