

# INFOKIT FOR NEW ESC VOLUNTEER

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**Name of the project**

**Duration**

**Location**



**EUROPEAN  
SOLIDARITY  
CORPS**

# WHO WE ARE?



## ABOUT US

**“TBILISI YOUTH CENTERS UNION” WAS ESTABLISHED IN 2009 BY THE TBILISI CITY HALL. THIS IS THE ONLY MUNICIPAL ORGANIZATION ON THE CITY LEVEL, WHICH WORKS IN THE YOUTH DIRECTION.**

**THE MAIN GOAL OF THE ORGANIZATION IS TO CREATE SUCH CIRCUMSTANCES FOR YOUTH THAT WILL PROMOTE THEIR KNOWLEDGE DEVELOPMENT AND SKILLS REALIZATION.**

**“TBILISI YOUTH CENTERS UNION” IS A DEPENDENT ORGANIZATION OF THE YOUTH DEPARTMENT OF THE TBILISI CITY HALL. THE MAIN GOAL IS TO CREATE OPPORTUNITIES FOR THE YOUTH TO BE INVOLVED IN SOCIAL, ECONOMIC AND POLITICAL LIFE.**

# WHAT WE DO?



## ABOUT US

**“TBILISI YOUTH CENTERS UNION” HAS BEEN PROVIDING ACTIVITIES IN SEVERAL DIRECTIONS:**

- **INTERNATIONAL RELATIONS;**
- **VOLUNTEER INSTITUTE DEVELOPMENT;**
- **HEALTHY LIFESTYLE POPULARIZATION;**
- **YOUTH ORGANIZATION DEVELOPMENT SUPPORT;**
- **NON-FORMAL EDUCATION AND TRAINING CENTER;**

**IN EACH DIRECTION VARIOUS PROJECTS AND ACTIVITIES ARE IMPLEMENTED. SINCE ITS ESTABLISHMENT TO UP-TO DATE, CENTER HAD MORE THAN 3 500 BENEFICIARIES.**

**“TBILISI YOUTH CENTERS UNION” HAS A LARGE EXPERIENCE OF WORKING WITH YOUNG VOLUNTEERS, WITH SUPPORTING AND GIVING SPACE FOR INTERNATIONAL AND LOCAL VOLUNTEERS FROM OTHER NGOS, THERE FOR HAS ACCUMULATED PRACTICE OF NON FORMAL EDUCATION AND ACTIVITIES.**

# PROJECT DESCRIPTION



## ABOUT THE PROJECT

**“PROJECT NAME” IS A LEARNING EXPERIENCE IN THE NON-FORMAL EDUCATION SPHERE WHERE YOU WILL HAVE THE CHANCE TO DEVELOP OR ACQUIRE CAPACITIES FOR YOUR PERSONAL, EDUCATIONAL AND PROFESSIONAL DEVELOPMENT AS WELL AS YOUR SOCIAL INTEGRATION.**

**YOU WILL HAVE THE OPPORTUNITY TO CONTRIBUTE TO THE DAILY WORK OF OUR ORGANIZATION, BUT ALSO TO DESIGN AND IMPLEMENT YOUR OWN ACTIVITIES BASED ON YOUR INTERESTS AND PROFESSIONAL DIRECTIONS.**

**ONE OF THE HIGHLIGHTS OF YOUR STAY WILL BE TAKING PART IN ORGANISATION OF INTERNATIONAL ACTIVITIES AND SOCIAL CAMPAIGNS ON THE TOPIC OF ACTIVISM FOR ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT. IT WILL HAPPEN IN THE SUMMER OF 2021 , WHERE YOU WILL BE ACTIVELY INVOLVED IN PLANNING AND IMPLEMENTATION OF SESSIONS AND WORKSHOPS WITH INTERNATIONAL GROUP OF YOUNGSTERS AND LOCAL RESIDENTS. (STILL, DUE TO COVID-19 POTENTIAL RESTRICTIONS SOME OF ACTIVITIES CAN BE QUESTION TO CANCELLTION, MODERATION OR POSTPONING )**

**AS AN ACTIVE TEAM MEMBER, YOU WILL INCREASE THE OFFER OF LOCAL ACTIVITIES AND EVENTS BY PROMOTING THE ERASMUS+ PROGRAMME AND THE OPPORTUNITIES IT OFFERS FOR YOUNG PEOPLE THROUGH INFO-SESSIONS WITH LOCAL YOUTH, UNIVERSITIES AND VOCATIONAL SCHOOLS AND BY SHARING YOUR OWN EXPERIENCE.**

**THE PROJECT IS ORGANISED IN COOPERATION WITH [YOUTH ASSOCIATION DRONI](#), WITH WHOM YOU WILL HAVE JOINT ACTIVITIES AND EVENTS.**

# INVOLVEMENT OF THE VOLUNTEER:



- INVOLVEMENT IN DIFFERENT ACTIVITIES CONDUCTED BY ORGANISATION, ASSIST THE ORGANIZATION IN CULTURAL EVENTS, FESTIVALS AND SPORTS TOURNAMENTS HELD THROUGHOUT THE YEAR;
- PROMOTION OF VOLUNTEERING AND ACTIVE PARTICIPATION OF YOUNG PEOPLE AT LOCAL AND INTERNATIONAL LEVEL;
- ASSISTING ORGANIZATION'S TEAM IN EDITING OF THE WEBSITE, WRITING CONTENT FOR THE WEB, MANAGING SOCIAL NETWORKS, WRITING THE NEWSLETTER OR BLOG;
- PROPOSE EDUCATIONAL AND LEISURE ACTIVITIES FOR LOCAL YOUTH IN PONICHALA YOUTH CENTER E.G. ART, THEATRE, LANGUAGE COURSE, CV WRITING, COMPUTER COURSES, CINEMA EVENINGS, INTERCULTURAL DEBATES;
- HELP ORGANIZATION TO DO OFFICE WORK;
- TAKING PART IN VARIOUS SUMMER ACTIVITIES OF THE CENTERS (SUMMER CAMPS, BIKE TOURS);
- PROPOSE, IMPLEMENT AND RUN THEIR OWN INITIATIVES ADDRESSED TO THE YOUNG AND THEIR INVOLVEMENT (SPORT, EXCURSION, GAMES, ETC.);



# LEARNING OPPORTUNITIES

- **DIGITAL SKILLS BY PARTICIPATING ON MANAGEMENT OF THE ONLINE PRESENCE OF ORGANISATION, INVOLVEMENT IN THE SOCIAL MEDIA PRODUCTION;**
- **PROJECT MANAGEMENT;**
- **PRESENTING EUROPEAN VIEW ON THE SOUTH CAUCASUS;**
- **INVOLVEMNET IN INTERNATIONAL TRAININGS, SEMINARS AND STUDY VISITS;**
- **PROVIDING SPACE TO DEVELOP OWN IDEAS AND PROJECTS ACCORDING TO VOLUNTEERS INTEREST;**
- **REGULAR COMMUNICATION WITH LOCAL AND FOREIGN PARTNERS ;**
- **PROVIDING OF CONTACTS AT ALL LEVEL (LOCAL, REGIONAL, NATIONAL, INTERNATIONAL) IN ORDER TO ESTABLISH AND IMPROVE BUSINESS AND FRIENDLY RELATIONSHIP;**
- **KNOWING BETTER GEORGIAN ORGANISATIONS (THROUGH PLATFORMS UNION IS INVOLVED IN);**
- **SPECIAL LESSONS TO LEARN GEORGIAN (1HOUR / 2-3 TIMES PER WEEK) AT THE OFFICE.**



# VOLUNTEER'S PROFILE

"TBILISI YOUTH CENTRE UNION" DOESN'T REQUIRE ANY PARTICULAR QUALIFICATIONS FROM ITS POTENTIAL VOLUNTEER. ALL THE NECESSARY TRAINING IS PROVIDED BY THE HOSTING ORGANISATION AFTER COMING TO THE PLACE OF THE SERVICE. THIS WAY ANYONE IS ABLE TO TAKE PART IN THE PROJECT REGARDLESS OF THEIR AGE, GENDER, RELIGION, EDUCATION AND SOCIAL BACKGROUND. HOWEVER, WE LOOK FOR A MOTIVATED CANDIDATE WHO IS WILLING TO TAKE PART IN A GREAT DIVERSITY OF ACTIVITIES AND TO DEVELOP A LARGE PANEL OF SKILLS. APART FROM THIS, WE WILL LOOK FOR A VOLUNTEER WHO WILL BE VERY MOTIVATED AND READY TO GET TO KNOW THE CULTURAL AND SOCIAL ASPECTS OF THE COUNTRY BETTER.

## THE POTENTIAL VOLUNTEER IS:

- BETWEEN 18 AND 30 YEARS OLD;
- MOTIVATED TO LEARN AND TO COME UP WITH THEIR OWN IDEAS AND SUGGESTIONS FOR SOLUTIONS;
- HAS AT LEAST INTERMEDIATE LEVEL OF ENGLISH ( B1 AND UP )
- HAS INTEREST IN FACILITATION AND ORGANISATION OF WORKSHOPS AND CAMPAIGNS;
- PUNCTUAL AND RELIABLE TEAM PLAYER;
- EAGER TO LEARN AND SHARE KNOWLEDGE;
- RESPECTFUL OF THE WAY OTHERS ARE;-
- WILLING TO UNDERSTAND OTHERS' POINT OF VIEW.

# **WHERE WE ARE AND HOW WE WORK:**

**OUR ADDRESS IS MARJANISHVILI  
24, TBILISI. IT IS 5 MINUTES WALK  
FROM THE STATION MARJANISHVILI  
AND YOU CAN GET HERE BY SUBWAY  
FROM YOUR FLAT, OR BY BUS NO 59  
AND 91.**

**THE OFFICE IS RUN ON EVERYDAY  
BASIS, FROM 11.00-18.00, WORKING  
HOURS OF THE VOLUNTEERS ARE  
FLEXIBLE.**

**THERE CAN BE SOMETIMES WORK  
DURING WEEKENDS (TRAINING,  
SEMINARS, INFORMATIONAL MEETING)  
WITH POSSIBLE TAKING DAYS OFF  
AFTER. VOLUNTEERS WILL HAVE OWN  
SPACE AT THE OFFICE. PLEASE HAVE A  
LAPTOP IN CASE OF REMOTE WORK.**



# PRACTICAL INFORMATION

THE PROJECT IS FOR 12-MONTHS, STARTING IN SPRING (IDEALLY DURING MARCH-APRIL 2021). THE EXACT STARTING DATE IS AGREED WITH THE VOLUNTEER.

VOLUNTEER WILL BE ACCOMMODATED IN A SHARED FLAT DURING THE VOLUNTEERING ACTIVITY. ACCOMMODATION IS FULLY COVERED AND FREE OF CHARGE FOR THE VOLUNTEER. VOLUNTEERS ARE RESPONSIBLE FOR CLEANING AND PRESERVING THEIR ACCOMMODATION.

THE TRAVEL BUDGET FOR THE ROUND TRIP GERMANY-GEORGIA-GERMANY IS 360 EURO. LOCAL TRANSPORT IN THE CITY AND BETWEEN FACILITIES WILL BE PROVIDED BY HOSTING ORGANISATION.

## FINANCIAL SUPPORT FOR THE VOLUNTEER:

POCKET MONEY | 3 EUR/ PER DAY (CA 90 EUR/PER MONTH)  
FOOD ALLOWANCE | 3.30 EUR/ PER DAY (CA 99 EUR/PER MONTH)  
LOCAL TRANSPORT SUPPORT | 0.50 EUR/ PER DAY (CA 15 EUR/PER MONTH)

THE VOLUNTEER IS ENROLLED TO CIGNA INSURANCE, WHICH COVERS ALL THE NEEDS FOR THE WHOLE DURATION OF THE PROJECT AND EVEN AFTER THAT (FOR A FEW MONTHS).

THE REGISTRATION TO THE INSURANCE IS MADE BY THE SUPPORTING ORGANIZATION.

# **GEORGIAN LANGUAGE LESSONS**

**DURATION OF ONE LESSON IS 1H-1,5H.**

**2-3 TIMES IN A WEEK.**

**VOLUNTEER RECEIVES LANGUAGE TRAINING  
(FORMAL AND NON-FORMAL) THROUGHOUT THE  
STAY AND IT'S ARRANGED BY THE HOSTING  
ORGANISATION.**

**WE WILL PROVIDE THE VOLUNTEERS WITH ALL  
THE NECESSARY COURSES AND TRAININGS  
NEEDED.**

# MENTORSHIP



The volunteer will have a mentor, who will help and support during the ESC project. Mentor will be an experienced person who has a volunteering background, in order to better communicate and understand volunteers' problems.

Volunteer will have a regular communication with mentor who will help during the adaptation and support period. A mentor will have regular meetings with a volunteer, once a week, in case of need 2 or 3 times a week.



CITY OF CONTRASTS

# Tbilisi





## *Your new home*



- Tbilisi is a city of contrasts: a meeting point between eastern and western civilisations for centuries, it remains one today. Built along the riverbank of the Kura (Mtkvari, in Georgian) and surrounded by hills, Tbilisi has been settled since before the 4th century, but boasts a skyline that includes twenty-first century architecture. Tbilisi can be international, cosmopolitan and sophisticated, yet it is essentially and distinctly Georgian and retains a close focus on local tradition and culture. It can feel as cosy as a small town, and just as inviting and adventurous as a city.

# Practical info



- In case of emergency call 112.
- Our currency is called Lari (GEL) and the small ones are Tetri
- The free city Wi-fi “Tbilisi loves you” unfortunately doesn’t love you most of the time. It usually works only in metro stations and on Liberty Square.
- You don’t need to leave a tips, they are included in the bills as 10-15% fee.
- Shops open at ten, food markets around nine. A lot of grocery stores are open 24/24.
- Museums and galleries usually closed on Mondays.
- For charging transport cards, buying trains tickets, and charging your phone balance for Georgian SIM cards use a machines called paybox , which closely resembles a free-standing ATM and on almost every corner. Be careful-they don’t give a change!



# **HOW TO APPLY?**

## **TBILISI YOUTH CENTRES UNION**

IF YOU ARE INTERESTED IN VOLUNTEERING IN OUR ORGANIZATION, PLEASE, CONTACT THE SENDING ORGANISATION FIRST WHO DOES THE PRE-SELECTION PROCESS. PLEASE, SEND THEM YOUR CV AND MOTIVATION LETTER (BOTH IN ENGLISH) TO [IWONA.VONPOLENTZ@EUROPABILDUNG.ORG](mailto:IWONA.VONPOLENTZ@EUROPABILDUNG.ORG)

### **HOSTING ORGANISATION**

**TBILISI YOUTH CENTERS UNION**

**[ROBITASHVILINANA@GMAIL.COM](mailto:ROBITASHVILINANA@GMAIL.COM)**

**[AVTANDIL.VARDIASHVIL@DRONI.ORG](mailto:AVTANDIL.VARDIASHVIL@DRONI.ORG)**

**[WWW.YOUTHBTBILISI.GE](http://WWW.YOUTHBTBILISI.GE)**

### **SUPPORT ORGANISATION IN SENDING AND COORDINATION**

**GEB**

**[IWONA.VONPOLENTZ@EUROPABILDUNG.ORG](mailto:IWONA.VONPOLENTZ@EUROPABILDUNG.ORG)**

**[WWW.EUROPABILDUNG.ORG/](http://WWW.EUROPABILDUNG.ORG/)**