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EUROPEAN SOLIDARITY CORPS INFOKIT



Centro Ocupacional

VICENTE PÉREZ

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01 INTRODUCCIÓN

Get to properly know a project is always a quite hard job to discover beforehand. Not a lot of clear information is displayed through the web.

Although it is always more interesting to discover things by oneself, we, from **ÁGORA CULTURAL**, understand that many questions go through your head about, for example who?, what?, where?, how?, etc....

We have tried, through this short guide, to answer common questions before you can decide whether willing or not take advantage of this great opportunity that will afford you interesting experiences! [at least we hope!].

PLEASE TAKE THE TIME TO CAREFULLY READ THE FOLLOWING LINES SINCE IT WILL HELPS FOR A CORRECT UNDERSTANDING!!

Getting started, so you know, **ÁGORA CULTURAL** [us!], is the Coordinating Organisation taking care of the practical, follow-up, support and training arrangements during your **VOLUNTEERING ACTIVITY** project. On the other side, you will participate as volunteer within a Host Organisation, here in your case at the **CENTRO OCUPACIONAL VICENTE PÉREZ - ASOCIACIÓN ALBA (ALBA)** who will be in charge of all the issues referring your volunteer activities [holidays, tasks, schedule, follow-up, support, etc...].

As a very quick view, **ÁGORA CULTURAL** has nearly 20 years experience in the field of European Mobility Projects [ERASMUS+, EUROPEAN SOLIDARITY CORPS, NATIONAL & INTERNATIONAL TRAININGS, STUDY & WORK INTERNSHIPS, etc...] acting as Coordinating Organisation. Among the different projects run, the **VOLUNTEERING ACTIVITIES** gets our utmost. We have been coordinating more than 500 host volunteering mobilities so far. It is very important for us that you enjoy this opportunity to live an immense and intense living and learning journey. We really need to underline some important points and really need you to know AND agree with all the logistical points to avoid any misunderstood once here.

So let me list or tell you about what we expect...

Our way of thinking about **VOLUNTEERING** is quite simple, being to share, to be a group...

02 HOST VENUE VALENCIA

The Occupational Centre VICENTE PÉREZ - ASOCIACIÓN ALBA is based in the City of Valencia, more specifically in the neighborhood of Algirós in the south of the City.

Algirós is the name given to the 13th neighborhood of the city of Valencia (Spain). It is located in the southwest of the city and is bordered to the north by the municipality of Alboraya, to the west by the Maritime Towns, to the south by Camins al Grau and to the east by Benimaclet and Pla del Real..

Valencia is a municipality and a city in Spain, capital of the homonymous province and of the Valencian Community. With a population of 789,744 inhabitants. (2021) is the third most populous city and metropolitan area in Spain, behind Madrid and Barcelona.

Its historic center is one of the largest in Spain and thanks to its historical and monumental heritage and its various scenic and cultural spaces, make it one of the cities with the largest influx of national and international tourism in the entire country. Among its most representative monuments are the Miguelete, the Cathedral, the Serranos and Quart Towers, the Silk Exchange, declared a World Heritage Site by UNESCO in 1996, and the City of Arts and Sciences. It should also be noted that the Museum of Fine Arts of Valencia as well as the Valencian Institute of Modern Art (IVAM).

Valencia is a city with innumerable festivals and traditions, among which the fallas stand out, which were declared as festivals of international tourist interest and Intangible Cultural Heritage of Humanity by UNESCO.

Valencia has a Mediterranean and semi-arid climate that is warm, mild and slightly rainy in winter and hot and humid in summer. January is the coldest month, with average maximum temperatures of 16-17°C and minimum temperatures of 7-8°C. The warmest month is August, with average maximum temperatures of 35°C and minimum temperatures of 25°C and high relative humidity.

LINKS OF INTEREST:

<https://www.valencia.es/cas/inicio>

<https://www.spain.info/en/destination/valencia>

<https://www.visitvalencia.com>

03 HOST ORGANISATION

CO VICENTE PÉREZ

INTRODUCTION

Since 1996, the ASOCIACIÓN ALBA, has been active developing its activities all aimed at achieving its statutory objectives, primarily the Constitution in 1997 of the Occupational Center VICENTE PÉREZ, where attended 43 adults with Intellectual Functional Diversity. The CENTRO OCUPACIONAL VICENTE PÉREZ (CO VICENTE PÉREZ) is a Specialised Service, arranged by the Ministry of Equality and Inclusive Policies since 2018, aimed at providing adults with intellectual functional diversity, therapeutic occupation for their personal adjustment, professional techniques for their labor integration and activities aimed at achieving their social integration.

The CO VICENTE PÉREZ is a service and an establishment of specialised social services, non-profit, open to the needs of the field of action, whose purpose is the personal, professional-labour and social empowerment of people with functional and intellectual diversity, therapeutic occupation for their personal adjustment, professional techniques for their labor integration and activities aimed at achieving their full social inclusion. All of this is done through comprehensive day care, by carrying out work, personal and social activities for the development of their autonomy, social training and job qualification, depending on the characteristics and needs of each one of them.

The CO VICENTE PÉREZ has a qualified professional staff with work experience in the sector over several years, made up of the following figures to carry out the objectives, depending on the established ratio:

- 1 psychologist/president
- 1 director
- 1 administrative staff
- 4 occupational monitors
- 1 monitor
- 1 occupational assistant
- 1 physical therapist
- 2 persons for the transportation service
- 1 person for cleaning service

ACTIVITIES

The CO VICENTE PÉREZ works on different programs structured into 3 areas:

1. Occupational training area

It is about promoting therapeutic occupation with the aim of facilitating labour integration.

2. Autonomy and personal adjustment area

It is about promoting personal autonomy, self-esteem and emotional balance.

3. Assistance and training in personal and social autonomy area

It is about facilitating social inclusion, promoting participation in the community and learning coexistence skills.

Programs developed:

- Personal cleanliness
- Functional Academic Skills: literacy, use of the euro, etc...
- Body expression and performing arts
- Social Skills
- Multi-sensory Stimulation and Cognitive Stimulation
- Communication
- Music Therapy and Relaxation
- Miscellaneous Sports: athletics, football, hiking, ski, swimming pool, etc...

COMPLEMENTARY SERVICES

- Dining room
- Adapted transport
- Physiotherapy care
- Psychological attention

SCHEDULE

Winter timetable (from October to May):

Monday to Friday from 9:15 am to 4:30 pm

Summer timetable (from June to September)

Monday to Friday from 9:15 am to 3:00 pm

Break from 11:00 am to 11:30 am

Lunch & Free time from 2:00 pm to 3:00 pm

The centre closes for holidays during the entire month of August.

LOCATION

Carrer de l'Humanista Furió, 9

46022 Valencia

+34 963 557 891

covicenteperez@gmail.com

<http://centroocupacionalvicenteperez.org>

<https://goo.gl/maps/u9ZnbcDAnaHgE5we6>

04 LEARNING OPPORTUNITIES

VOLUNTEERING experience for a young person is a very important phase either negative as positive. So regardless of the abilities, skills or hypothetically acquired knowledge, the emotions, people and moments can sometimes be measured in first place. But realistically, what we would like you to acquire during the experience both in Spain and the project is the following:

INTEGRATION INTO THE ORGANISATION

- Participation in the host project in collaboration with other professional and national/international volunteers
- Integration into a work team

SOCIAL AND INTERCULTURAL SKILLS

- Knowledge of the traditions and history of Spain
- Coexistence with other European volunteers
- Understanding and integration in the Spanish Culture
- European and International Cultural Awareness

LANGUAGE SKILLS

- Communicate for better integration

TECHNICAL LEARNING SKILLS

- Increased the capacity of observation
- Acquisition of responsibility towards disadvantaged groups
- Support functions in specific programs for people with intellectual functional diversity
- Development in the area of individual attention to people with intellectual functional diversity
- Support functions in Leisure and Free-Time activities for people with intellectual functional diversity
- Support functions to professionals in adapted sports activities
- Intervention support in outings and camps, etc...
- Increased understanding of the problems of people with intellectual functional diversity and their families

05 ROLE & TASKS

It is important to reiterate that all activities, in which you will provide your support and effort, will be carried out with the advice and under the supervision of the professional staff of the CO VICENTE PEREZ.

Always under the supervision of professionals and depending on the different workshops/programs, your support may include accompaniment of users in outside activities (especially those with greater needs).

In activities of leisure and free time and general activities, you will support professionals in monitor functions. You will work in both the preparation of the activities and the care of users with functional diversity.

Outdoor activities will be planned (camping, hiking, tourism, etc...) in which you will get involved in helping Monitors in all the activities developed. These outings will take place on weekends or holidays recovering after days of rest.

The content of the activities can be modified depending on the schedule of activities (in activities during the weekend). You will receive a monthly programming of your daily activities, which must be approved by the Responsible of the CO VICENTE PÉREZ.

In addition, you will have a space to develop your own projects and ideas and will receive support from both the Coordinating Organisation ÁGORA CULTURAL and CO VICENTE PÉREZ to set them up.

You will undertake support tasks focused on 4 areas:

OCCUPATIONAL TRAINING AREA

These activities are aimed at favoring the physical, intellectual, social and emotional development of the users through the performance of productive activities.

In addition, they favour the labour integration of the users of the centre, either in a special employment centre, a job with support or in an ordinary company.

1. Own production:

+ Recycled paper workshops to create Metro voucher covers, Earrings, Bracelets, Wallets/Purses, Eyeglass cords, Book separator and Christmas decoration for post-sale.

2. Subcontracts:

+ cranks, clinical test tubes

AUTONOMY AND PERSONAL ADJUSTMENT AREA

The volunteers will support activities of daily living:

- + brushing teeth: control that users perform the task and help users with less autonomy in case of need
- + dining room: monitoring and help for people with greater needs (cutting food, feeding, etc...)
- + personal hygiene for example during the swimming pool activities and post showers: check that the users carry out the personal cleaning routine (soaping, shampooing, rinsing) as well as during dressing.

HERE, IT SHOULD BE NOTED THAT AT NO TIME WILL VOLUNTEERS BE ASKED TO PERFORM DIAPER CHANGE OR BODY CLEANING TASKS.

SOCIAL INCLUSION AREA

The volunteers will support actions especially aimed at normalised interventions in the environment.

- + Participation in sports leagues of COPAVA (Coordinator of Occupational Centres of Valencia)
- + Participation in artistic activities within the CO VICENTE PÉREZ (literacy, storytelling, realxing activities, etc...)
- + Participation in leisure activities organised by COPAVA or the CO VICENTE PÉREZ itself.
- + Participation in local events such as the Fairs, Fallas, Solidarity Party, occasional stall in markets, etc...
- + Carrying out any outing, event, activity or trip that may arise

06 WHAT CAN YOU EXPECT? WHAT DO WE EXPECT?

The Volunteer Project is a quality model for volunteers and its aim is to develop young people's solidarity, promote active citizenship and support young people's mutual understanding. A key element is the balance between offering a service to the Community and non-formal learning.

You will receive training and acquire new skills and competences as well as increase your European Awareness after this experience in another country.

In this way, taking part as volunteer in such a opportunity, you will:

- feel useful
- test your abilities
- learn from your surrounding
- improve your self-esteem and generosity
- become a change agent for a better world

Based on the interest shown and your needs, you will have the opportunity to propose and develop personal activities, thus being able to develop your creativity and entrepreneurial spirit and give your point of view on the different tasks to be carried out, such as being able to contribute new ideas that can enrich both you in your personal development and the users for whom the tasks are intended.

For us, it is important that volunteers have to be open-minded, without prejudice to participate in the activities. It is expected that the volunteers are motivated to learn about the Spanish culture and language. It is also desirable that the volunteers participate actively and have their own initiative, and an active and collaborative spirit. It will be essential that the volunteers are respectful and polite in their relationship with the professionals and users of the CO VICENTE PÉREZ.

You will pass the most time of your days with different people [target groups, professionals, local volunteers, etc...] who are anxious to know you, to show you who they are and what they can do, to teach you at very different level, to give you warmth and their confidence. The impact, you volunteer provoke is greater than you can expect. The exchange is primordial. You need to receive but also bring back. Participation, initiative, sense of responsibility and flexibility would be very grateful and welcomed.

From our part, we hope make you feel comfortable, empowered and enterprising.

All the persons involved in the project are always trying that you can reach your expectations always if you show the willingness to do so.

In general, volunteers will have to:

- + be aware of the nature of the target group of the activities (People with Functional Diversity), be related to or have an interest in the Functional Diversity sector
- + be flexible in the culture and way of life of Spain
- + be aware of the responsibilities when volunteering (involvement in the agreed and proposed activities)
- + be ready and accept the fact that you will have to share daily life tasks as you will be living together with other volunteers from countries other than your own

On a more personal note, we would like the volunteers to be able to:

- + be willing to offer their own experiences and learn new ones
- + if possible, have a sufficient level of Spanish to maintain a simple conversation or at least be eager to quickly learn the language
- + be open to a new way of living
- + be a collaborator
- + be respectful
- + be supportive
- + have initiatives
- + be flexible
- + have a desire to learn and collaborate

07 PRACTICAL ARRANGEMENTS

ÁGORA CULTURAL is in charge of the practical and logistical aspects of hosting European volunteers.

It is very important to bear in mind that the following points are the general aspects that will be defined in more detail later on, depending on the selection process.

ACCOMMODATION: Volunteers live together and share a flat with all the necessary and regulatory comforts.

MAINTENANCE: The volunteers will receive the amount in accordance with the Program rules. The stipulated amount is 150,00 Euros per month.

INTERNATIONAL TRANSPORTATION: According to the distance calculator provided by the European Commission, the participants will have an amount of money to travel from the place of origin to the place of implementation of your mobility project. Green travel will always be prioritised.

LOCAL TRANSPORTATION: In this case, volunteers will receive a monthly transport card that will allow the travel in metro and bus.

ALLOWANCE: Each volunteer for their service as a European volunteer will receive 5,00€ per day, doing the proportional calculation of each month according to its duration and will be distributed at the beginning of each month.

DAYS OFF: Volunteers will enjoy two consecutive days off per week.

HOLIDAYS: Volunteers will enjoy of the holidays period when the Centre closes (Christmas, summer, Easter, etc...) as well as 5 additional days of their selection.

INSURANCE: As ESC volunteers, a Medical Cover under CIGNA is provided. Although it is mandatory to be in possession of the European Health Card (if possible).

SUPPORT AND MENTORING: The support to the volunteers will be continuous. They will hold weekly meetings not only with their supervisor but also with their tutor in order to evaluate the course of their mobility.

LANGUAGE TRAINING: EUROPEAN SOLIDARITY CORPS Program enables each volunteer to learn Spanish through the Online Learning Support Platform. You will have the possibility to attend the online classes by yourself. Besides, ÁGORA CULTURAL will arrange face-to-face classes once a week. Classes will be according to your level.

08 COVID PROTOCOL

We are living a difficult and complicated time. We have to take unprecedented care and from now on, we must be aware and have restrictions, unfortunately very little flexible but for everyone's safety.

Therefore, we want to point out the safety protocol related to COVID 19 and avoid any misunderstanding.

Due to the global pandemic situation caused by covid-19, **CO VICENTE PÉREZ** has a plan endorsed and approved to be able to function with the security measures established by the Ministry of Health and the Ministry of Equality and Inclusive Policies. Compliance with said plan is mandatory for any person.

Within the Host Entity (and in open areas as well), as of today, it is empirical to wear the mask throughout the premises and in the planned activities. Unless the managers in charge allow not wearing the mask for some specific outdoor activities and that the relevant safety regulations are always followed.

It is very important not to forget that the target group is a risk group and we must take care of ourselves.

The entry of people outside of the voluntary service will be totally prohibited in the flat without making it known previously and agreed with the Responsible of the Coordinating Organisation. The decision is the responsibility of **ÁGORA CULTURAL**. Any gathering or party are totally prohibited.

Last but not least, due to the exceptionalism caused by the pandemic, these measures may be subject to change by both Spanish and International Legislation and in turn by the Coordinating and Host Entity.

FAILURE TO COMPLY WITH THESE RESTRICTIONS WILL BE GROUNDS FOR IMMEDIATE EXPULSION

In the hope to have been able to offer a somewhat more benevolent description in general of what is going to be!

We warmly thank you for having taken the time to read this General Guidelines INFO KIT!

We keep at your disposal for any questions you may have. We will be really happy to answer! Just email us to agoracultural@gmail.com

[ÁGORA CULTURAL TEAM]