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REQUENA

EUROPEAN SOLIDARITY CORPS INFOKIT



Centro Ocupacional Municipal
REQUENA

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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 MUNICIPAL REQUENA (COM REQUENA)** 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

REQUENA

The rural world is not a "world apart", in fact, we must understand that, over the last few years, there has been a clear transformation of the concept.

In this sense, it should be noted that Requena is the most important nucleus of the Utiel-Requena region. It belongs to the province of Valencia within the Valencian Community. It is located 68km from its capital: Valencia. It has a population of around 21,000 inhabitants.

Its main economic activity is based on the cultivation of vines and the production of wine, and it is currently one of the municipalities with the largest area of vineyard cultivation and the largest wine production.

Requena's climate is Continental Mediterranean, with great temperature contrasts and rainfall, hot summers compared to coastal areas, but cool summer nights. Winters are significantly longer than on the coast and much colder. It is a territory with important natural resources of great beauty. It is located at the end of the Hoces de Cabriel Natural Park, between rivers and mountains, pine forests, fountains and springs. The possibilities for natural adventures are endless.

The City of Requena carries out an intense, rich and varied cultural activity for which a good part of its historical-artistic heritage has been destined to house it. Requena was an important strategic enclave during the Middle Ages. Its old town has been declared Property of Cultural Interest. The city of Requena has several museums of cultural and historical interest, caves and wineries, as well as hides magnificent architectural ensembles among its narrow streets.

LINKS OF INTEREST:

<https://www.requena.es>

<http://tierrabobal.es/en>

<https://parquesnaturales.gva.es/es/web/pn-hoces-del-cabriel>

03 HOST ORGANISATION COM REQUENA

INTRODUCTION

The CENTRO OCUPACIONAL MUNICIPAL REQUENA (henceforth COM REQUENA) is a Municipal Centre that cares for Adults with Intellectual Functional Diversity.

Municipally owned and managed, it is financially financed by the Ministry of Social Welfare as well as by the Municipality of Requena.

It has a maximum of 48 open places, although it currently serves 42 users with different support needs.

The main objective is to offer specialised care to people with intellectual functional diversity so that they can have a life as normal as possible, in order to achieve their inclusion both in the workplace and in society.

In this way, the aim is to achieve an improvement in the quality of life of people with intellectual functional diversity and their families.

The people served reside in the different small towns belonging to Requena: Barrio Arroyo, Casas del Río, El Pontón, Los Isidros, Los Pedrones, Requena and San Antonio.

ACTIVITIES

The COM REQUENA works on different programs structured into 2 areas:

1. Occupational and job training area

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

The activities are divided in different workshops:

- Recycled paper workshop: pulp and card making
- Pottery workshop
- Bindery workshop
- Soap and aromatherapy workshop
- Ink cartridge recycling workshop
- Urban garden

2. Area of assistance and training in personal and social autonomy

It is about facilitating social inclusion, promoting participation in the community and learning coexistence skills; as well as promoting personal autonomy, self-esteem and emotional balance.

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
- Miscellaneous Sports: athletics, boccia, petanque, hiking, ski, swimming pool, etc...
- Health: weight control and maintenance, health education, nutrition, etc...

Complementary services

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

Schedule

Winter timetable (from October to May):

Monday to Thursday from 9:30 am to 5:30 pm

Friday from 9:30 am to 3:30 pm

Summer timetable (from June to September)

Monday to Friday from 9:30 am to 3:30 pm

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

Location

Calle de la Vendimia, 1

46340 Requena

+34 962 30 16 64

centro.ocupacional@requena.es

<https://goo.gl/maps/cxR2KFzjdswKJtwu9>

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 COM REQUENA.

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 COM REQUENA

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 COM REQUENA to set them up.

You will undertake support tasks focused on 3 areas:

OCCUPATIONAL AND JOB TRAINING AREA

It is about promoting therapeutic occupation with the aim of facilitating labor integration with own production workshops and subcontractors.

1. Own production:

- + Recycled paper workshops where the paper itself is made to create wedding, communions, Christmas cards, etc..., as well as notebooks and bookmarks.
- + Artisan pottery workshop, where bowls, pencil holders, medals and various ceramic products are made by hand.
- + Soap and aromatherapy workshop, where various types of soaps and lip balms are made by hand, as well as scented plasters.
- + personalised gifts workshop, where products such as mugs, badges, magnets, key rings, etc... are made.

2. Subcontracts:

- + Trencadís workshop where mosaics are made with a defined theme, whose purpose is decorative production to later place them in the fishmonger/delicatessen/butcher sections of Mercadona supermarkets
- + Manufacturing workshop for several Valencian companies such as HYDRAFIX and UNIVERSAL.

AUTONOMY AND PERSONAL AND SOCIAL ADJUSTMENT AREA

It is about facilitating social inclusion, promoting participation in the community and learning coexistence skills; as well as promoting personal autonomy, self-esteem and emotional balance.

- + Program of physical sports activities
- + Cognitive stimulation program
- + Communication program
- + Multi-sensory stimulation program
- + Reminiscences program
- + Functional Academic Skills Program
- + Social skills program
- + Plastic and performing arts program
- + Leisure program

SOCIAL INCLUSION AREA

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 of COPAVA
- + Participation in leisure activities organised by COPAVA or by any other entity in Requena or another location
- + Participation in local events such as the Sausage Fair or Book Fair, 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 COM Requena.

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 in Requena 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, being a small city, the distances are short, easy and prompt access. Therefore, local transport will not be necessary to access the place of completion of your mobility.

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, **COM Requena** 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]