**ESC @ ICYE International Office 2020-21**

***Weekly Schedule of the volunteer***

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|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| **Morning** | Staff meeting (evaluation and planning of volunteer’s tasks)  Introduction to Youthpass | Updating ICYE website and social media with the newest info and photos | Answering information inquiries by phone / e-mail and providing useful info to young people and the public | Collecting information from partners of Erasmus+ KA2 projects | Language course |
| Respond to information enquiries, project correspondence… via email | Working on organisational aspects of the current EVS projects | General office tasks / participate in planning, preparation & follow-up of international activities/projects | Updating project website and social media | Language course |
| **Lunch** | **BREAK** | **BREAK** | **BREAK** | **BREAK** | **BREAK** |
| **Afternoon** | Assist with collection and documentation of volunteer´s testimonials, articles for the ICYE Newsletter | Communicate  with partners and / or volunteers on international EVS projects, trainings, etc. | Helping to update final activity report | Internet research on youth and voluntary service issues, filing, answering calls, etc. | Self-assessment and self-awareness methods: Self-Care Plan, SMART criteria Mind-mapping, mandala of leaners (at mid-term) |
| Working on layout and design of final activity reports or handbooks… | Layout & editing of articles & texts for ICYE newsletter or working on layout and design of newsletters, handbooks, reports… | Preparing & sending insurance and ICYE certificates of participation | Assisting with organisational aspects of Erasmus+ projects | Participation in Meetings and Seminars\* – or work on own project |