Cofinanciado por la Unión Europea

Asociación Socio-Cultural Verdesur Alcalá

Volunteering in Verdesur Promoting European Values in Alcala la Real

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Dear Applicant,
We are looking forward to welcoming you to our association in Alcalá la Real, Spain.

We are located in a rural area, within reach of some of the main cities in southern Spain. We hope this InfoPack will give you a clear understanding of our ESC volunteering opportunity and provide useful information about our association, the local environment, and what you can expect during your volunteering experience.



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About Verdesur

Asociación Socio-Cultural VerdeSur Alcalá was created by a group of professionals working in the youth field who aim to contribute to positive social change in Alcalá la Real. Our work focuses particularly on young people, while also involving teachers, educators and other members of the local community in international mobility activities and local socio-cultural initiatives through our partnerships and programmes. We work in close cooperation with the local municipality and is based in Edificio Joven, the Youth Centre of Alcalá la Real. Alcalá la Real is a small rural town with a diverse environment and a rich historical and cultural background, offering many opportunities for educational events, social activities and community initiatives involving both young people and the wider local population.

What do we do: We work primarily with the Erasmus+ programme and the European Solidarity Corps, carrying out training activities, international mobility opportunities, research activities, Youth Exchanges and volunteering projects. In addition, we promote socio-cultural and socio-educational activities in Alcalá la Real for different members of the local community.

Youth Department: Since 2019, our Youth Department has been providing activities for young people in cooperation with the Youth Department of the Municipality of Alcalá la Real. We work closely together to promote European Union programmes such as Erasmus+ and the European Solidarity Corps and to create international opportunities for local young people.

Our main target group is young people aged between 13 and 30 living in Alcalá la Real. They participate in our activities through the different local and international opportunities that we provide. As Alcalá la Real is a rural town, one of our main priorities is to increase opportunities for young people, support their employability and active participation, and contribute to the internationalisation of local schools and organisations.

Volunteering Activities

Volunteers are involved in different activities within our organisation and the local community, particularly in the areas of education, languages, youth work, arts and community activities. At the same time, we want volunteers to have space to use their own skills, interests and ideas. For this reason, the specific programme can be developed jointly with each volunteer, VerdeSur and Edificio Joven according to the volunteer's interests, competences and learning objectives.

Weekly Activities of the Volunteers

Depending on the period, availability of our local partners and the interests of the volunteer, activities may include:

- Supporting English/French conversation and language practice at the local secondary school, IES Alfonso XI. Volunteers support students in developing their vocabulary, communication and speaking skills.
- Providing educational and homework support for children in cooperation with the Red Cross, including games and activities designed to develop different skills.
- Cooperating with the Red Cross in the preparation and implementation of activities for migrant and elderly people.
- Supporting activities at the local retirement centre during weekdays.
- Supporting activities at the local primary school, SAFA, including assistance related to the school dining room during weekdays.
- Helping with VerdeSur activities when needed, including Youth Exchanges, Training Courses, European Solidarity Corps activities and local projects.
- Participating in Spanish language classes available in the local area.
- Participating in English conversation clubs and becoming involved in the activities organised at Edificio Joven.
- Developing or contributing to activities based on the volunteer's own skills, interests and ideas.

Alcalá la Real is a small town, but there are many opportunities to become involved in the local community, meet people and develop your own ideas and activities. It may take a little time to discover everything the town and the local community have to offer, so give it some time! :)

Information About the City

Alcalá la Real is a municipality in the province of Jaén, within the autonomous community of Andalusia in southern Spain between the cities of Granada and Jaén. The city forms part of the Sierra Sur region a landscape defined by rolling hills, olive groves, and tranquil rural charm. Dominating the town's skyline is the Fortaleza de la Mota, a medieval fortress that stands as a symbol of its historical importance, particularly during the Reconquista period.The local economy is primarily driven by agriculture, with olive cultivation as its most prominent sector. In recent years, the town has diversified with the growth of small-scale industry, tourism, and service-based activities, opening new avenues for sustainable development.

Life in Alcalá la Real is peaceful, community-oriented, and rooted in tradition. Residents enjoy access to essential services, including healthcare, education, public transport, and local commerce. The town's calm rhythm and moderate cost of living make it an ideal environment for both daily life and volunteer engagement. The surrounding areas are equally inviting comprised of small municipalities and protected natural spaces, they attract visitors interested in hiking, cultural tourism, and regional gastronomy.

Alcalá la Real is a rural place where the life is slow and things are harder to reach for young people and overall population. However, Our city offers a place to engage young people from cultural preservation, environmental sustainability, education, social inclusion, and rural development. As the main economic driver is agriculture, during the olive season, the seasonal workers from different regions especially the migrant families comes to town for work. The volunteers will engage with these population during their stay. As a volunteer; you will find a welcoming and secure setting, equipped with the necessary infrastructure to support their work and daily need without any restrictions.

Pictures from our volunteers!











Accommodation

The volunteers will stay in single/double rooms and will live with 15-20 different volunteers from different countries. There is unlimited internet connection with Wi-Fi in the house. **Each volunteer will stay in a double/triple room! There will not be any single room.**

The volunteers will have the pillows, blankets, sheets but each volunteer should bring or buy their own towel, personal hygiene products. The volunteers are responsible of buying the hygienic materials each month and they coordinate themselves.

The house has the following facilitates in common areas :

- Kitchen facilities (3 separate ovens and stoves, 5 fridges, necessary materials to cook)
- Shared and private bathrooms (in total of 8 toilets and 10 showers)
- Laundry facilities (2 washing machines and 2 dryers)
- Living Room (1 TV and tables to work and sit)
- Air conditioner (in each room and living room) for heating and cooling
- Unlimited internet (Wi-Fi in every floor)

Volunteer House Rules

All volunteers are expected to accept and respect the following rules before participating to activities:

- Volunteers are responsible for keeping their bedrooms and common areas clean. A shared cleaning schedule will be agreed among the volunteers and checked monthly by the mentor. If the agreed cleaning responsibilities are repeatedly ignored, professional cleaning may be arranged at the responsible volunteer's expense.
- Please leave your room and shared spaces as clean as you found them, ready for the volunteers arriving after you.
- No posters, flags, stickers or other materials may be attached to the walls.
- Smoking is not allowed inside the house and is permitted only on the terrace.
- Quiet hours start at 23:00. Parties, loud music or excessive noise are not permitted. Any resulting fine will be the responsibility of the person(s) concerned.
- Respect everyone's culture, religion, identity, personal boundaries, belongings and privacy. Discrimination, harassment or aggressive behaviour may result in termination of the volunteering activity.
- Visitors require the agreement of the other volunteers and prior knowledge of the housekeeper. Overnight guests require prior permission from VerdeSur.
- Use the house, furniture, utilities and equipment responsibly. Any damage or maintenance problem must be reported immediately, and damage caused by misuse or negligence may be charged to the responsible person.
- House keys must never be given or lent to anyone who is not staying in the Volunteer House.
- The use or possession of illegal substances in the house will result in termination of the volunteering activity.
- Any serious problem, conflict or safety concern must be communicated directly to the volunteer coordinator as soon as possible, before the situation escalates.

We expect volunteers to treat the Volunteer House as your own home, while remembering that you share it with other people and are part of the local community.









Working Conditions

You will work mainly at Edificio Joven or with premises of local organisations we cooperate with. Your main responsibilities will be participating in their activities and supporting the activities of VerdeSur, as explained above. We particularly welcome volunteers who are willing to take initiative and develop new activities to promote volunteering, active citizenship and participation among local young people. We are open to your ideas, and we will discuss them during the selection process. If you need to work with a computer, the necessary equipment is available at our office during working hours.

Your normal working schedule will be Monday to Friday, from 11:00–14:00 and 17:00–20:00 (6 hours per day and 30 hours per week). **These working hours include your volunteering activities, Spanish language classes, meetings, preparation of activities, your personal project, relevant training and other responsibilities directly related to your volunteering activity.** Normally, there are no volunteering activities during the weekend. If an activity exceptionally takes place during a weekend, you will be informed in advance and receive corresponding time off during the week. Weekend activities do not constitute additional working time. **During your volunteering period:**

- You will have 2 vacation days per month, in addition to your 2 regular days off each week.
- You will also have days off on official public holidays applicable in Andalusia, unless your participation is required for a specific activity. In such cases, you will receive corresponding time off on another day.
- Spanish language classes will be provided according to your level and will be considered part of your working hours. Participation is obligatory unless you do not require Spanish language support.
- Holidays and additional days off must be agreed in advance with your mentor/supervisor.

We expect each volunteer to develop at least one activity or small project based on their own skills, interests and knowledge. VerdeSur will provide the necessary support, materials and resources to help you implement your idea. Previous volunteers have organised activities such as Christmas decoration, Japanese workshop, K-Pop, origami and henna workshops, among many others. These are only examples. **Your ideas matter, and we want you to bring something of your own to the project. The local community can also benefit from your creativity and initiative! :)**

Financial Conditions

Each volunteer will receive **180 EUR per month (6 EUR per day)** as pocket money , in accordance with the applicable programme rates. In addition, each volunteer will receive **180 EUR per month (6 EUR per day)** to contribute to food and other necessary personal expenses, such as hygiene products.

In total, you will receive 12 EUR per day, calculated as follows:

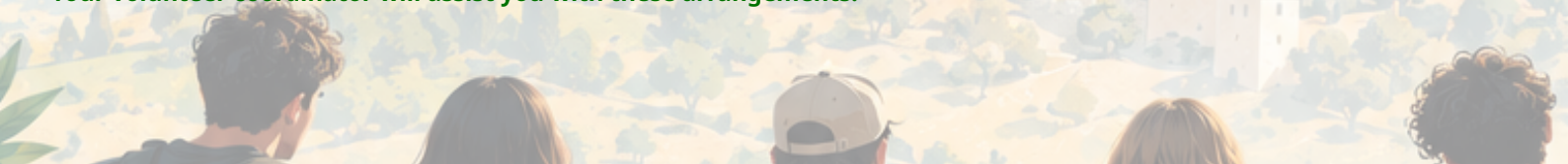
- 6 EUR per day, pocket money
- 5 EUR per day, food support + 1 EUR for other expenses

This corresponds to 360 EUR for a 30-day month as volunteer allowance, or the applicable amount calculated according to the number of days of your volunteering period.

The financial support will normally be provided in cash against a signed receipt. If requested, payment can instead be made by bank transfer in case the volunteer can provide EU-based bank account.

Additional financial support is not provided for personal or free-time expenses. Any expenses that are not directly related to your volunteering activities beyond your volunteer allowance (360 EUR) are your own responsibility. This includes, for example, restaurants and cafés, personal shopping, entertainment, nightlife, gym or sports activities, personal trips and excursions, transportation during your free time, taxis for personal purposes, and any other personal expenses. **VerdeSur covers expenses directly related to your volunteering tasks and approved project activities only.**

Materials required for project activities, local transportation related to your volunteering tasks, and other necessary expenses directly connected with your activities will be covered by VerdeSur within the applicable project budget. Your volunteer coordinator will assist you with these arrangements.



Travel

We recommend travelling to Málaga, Madrid, Seville or Granada airports (IATA codes: AGP / MAD / SVQ / GRX). Depending on your arrival airport, you should take the most suitable public transport connection towards Granada or Alcalá la Real. Bus connections can be checked through ALSA(alsa.es). If there is no suitable connection from Granada to Alcalá la Real, VerdeSur will arrange your pick-up from Granada Bus or Train Station according to your arrival time.

Travel support is provided on a lump-sum basis according to the travel distance between your place of origin and Alcalá la Real. The distance is calculated using the official European Commission **Distance Calculator** (https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator) . **The calculated distance refers to the one-way distance, while the corresponding amount covers the contribution towards the roundtrip journey.**

Travel Distance	Green Travel	Non-Green Travel
100–499 km	285 EUR	211 EUR
500–1,999 km	417 EUR	309 EUR
2,000–2,999 km	535 EUR	395 EUR
3,000–3,999 km	785 EUR	580 EUR
4,000–7,999 km	1,188 EUR	1,188 EUR
8,000 km or more	1,735 EUR	1,735 EUR

Green travel applies when lower-emission means of transport, such as train, bus, car-sharing or other eligible sustainable transport options, are used for the main part of the journey (more than 50% of the journey), in accordance with the applicable programme rules.

Before purchasing any travel tickets, you must send your proposed itinerary to VerdeSur and receive our confirmation. Please do not purchase tickets before receiving this confirmation. Tickets purchased without prior approval may not be eligible for reimbursement. Travel support will normally be paid at the end of your volunteering activity, either in cash or by bank transfer, after all required travel documents have been submitted and checked.

Exception for long-term volunteers: If you are participating in a long-term volunteering activity and purchase separate one-way tickets, the cost of your arrival journey may be reimbursed after your arrival, once the required travel documents have been submitted and verified. The remaining travel support for your return journey will be processed at the end of your volunteering activity.

Team

Estibaliz Moure Abad (**Coordinator):** She will be responsible about your tasks, daily life in Alcala la Real and communication with the other volunteers. She will be your right hand in any situation that you might face in Alcala la Real. In case of any situation, you should call her to ask for a help :)

Jesus Espinar Garcia (Mentor) : He is your mentor and main support person during your volunteering activity. Together with Esti, he will support you with the activities taking place in the local community. He will also support your personal well-being, learning process, reflection throughout your volunteering activity.

Eric Kumi Frimpong (Assistant) : He is responsible for administrative and practical arrangements related to your volunteering activity, including payments, paperwork, holidays, visa and travel arrangements, insurance, and communication with your supporting organisation.

Onur Tahmaz (International Coordinator): He is responsible of overall management of the activities. He will only involve in conflict situations or situations that has to be clarified with the support organisations if necessary.

Luis Mariano Zamora Cano (President) : He is here to help the logistics, the issues in the town and in case of any issues you cannot solve with anyone else, you can reach to him.

Visa & Insurance Information

The following requirements must be completed before the volunteer arrives in Spain:

- **Visa and Visa Expenses:** For projects funded by the Spanish National Agency (INJUVE) and managed by VerdeSur, VerdeSur will provide the necessary documentation and support for the visa application. Eligible visa-related costs may be covered according to the project budget. For projects funded or managed by another organisation or National Agency, the volunteer must communicate directly with their supporting organisation regarding visa procedures, costs and reimbursements.

- **European Youth Portal and PRN:** Every volunteer must be registered in the European Youth Portal and have a PRN (Personal Reference Number) at least two weeks before arrival. For projects funded by INJUVE and managed by VerdeSur, the PRN must be provided to VerdeSur. For projects funded or managed by another organisation or National Agency, the PRN must be provided to the supporting organisation, which is responsible for completing the necessary registration and insurance procedures.

- **HENNER Insurance: Every volunteer must activate their HENNER insurance before arrival in Spain and provide VerdeSur with a copy of their HENNER insurance card/certificate.** This is compulsory so that VerdeSur can immediately assist with insurance and healthcare procedures in case of illness, accident or another health-related situation.

- **Health Support:** If a volunteer experiences a health-related issue during the activity, the mentor and volunteer coordinator will assist the volunteer with the necessary practical, healthcare and insurance procedures.

- **Additional Insurance:** For projects funded by INJUVE and managed by VerdeSur, additional private insurance purchased for visa purposes will normally not be reimbursed when the necessary insurance coverage is already provided through HENNER. For all other projects, additional insurance costs and their reimbursement must be discussed and agreed with the supporting organisation before making any payment.

ESC Essential Information & Support

We expect every volunteer to become familiar with the official ESC training and support resources before arrival, including the ESC Info-Kit, General Online Training, Online Language Support (OLS), insurance, training cycle, mentoring, Youthpass, and volunteers' rights and responsibilities.

Participation in the applicable ESC Training Cycle is compulsory. This includes On-Arrival Training for volunteering activities longer than two months and Mid-Term Evaluation for activities longer than six months. These training activities are part of your volunteering activity and are included within your working time.

These resources are available in different languages, so volunteers can access the relevant information in their preferred language. More information: https://youth.europa.eu/solidarity/young-people/training-support_en

Contact Information

If you have any questions. prior to your volunteering or have any concerns and issues,do not hesitate to write to us in a timely fashion during day-time for Spain time :)

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To check our activities please check our web-page: www.verdesur.org

