

Information about EVS vacancy 2018/2019 in Alliance Française Brno

Receiving organization:

Alliance Française de Brno

Accreditation: 2016-1-CZ01-KA110-034388

Website: <http://www.alliancefrancaise.cz/brno/>

Coordinating organization:

Luzanky – Centre of Leisure Time (SVC Luzanky)

PIC: 943921163

Accreditation: 2015-1-CZ01-KA110-022611

Website in English: <http://evs.luzanky.cz/evs-in-luzanky-en/>

Duration of activity: **12 months**

Beginning of activity: 01/10/2018

End of activity: 30/09/2019

Contact person (EVS coordinator): Veronika Bessarab
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The project is already approved.

Selection process:

Please **send us your CV, motivation letter and completed questions** (see below), describe why you have chosen this particular EVS placement and what your expectations are. **In the subject of the e-mail please write name of the EVS placement** you are applying for (**Alliance Française Brno**).

Please send us the documents till 15 February, 2018, at evs.assistant@luzanky.cz

If you are chosen to the **second round of selection, be ready for a Skype interview** in the second half of February. **The results will be known in March 2018.** Kindly note only the volunteers selected for the second round will be informed about the results. Thank you for understanding!

Description of the workplace

The French Alliance of Brno is a non-profit organization with two main activities:

- **As language school**, it provides courses of French language, from beginners to advanced students; organizes exams at a national level and delivers an official degree (DELF-DALF).
- **As a cultural center**, it organizes different cultural activities during the year (ciné-café, conferences, tasting evenings), and one month festival presenting French culture through different disciplines (festival Bonjour Brno). It is also **a point for welcoming French people** who just moved to Brno and who need an advice. We are in contact with the Brno Expat Center and other organizations taking care of foreigners.

Role of the volunteer :

The volunteer will closely work with the staff of the French Alliance (director, education/pedagogical coordinator, culture coordinator, teachers, assistant). We want him/her to feel part of the French Alliance and to have the possibility to be in contact with all the employees if she/he feels like sharing and communicating with them.

His/her role will be to help us to create a creative and friendly atmosphere, to help the visitors to feel like at home, to facilitate relationships between students and the organization and to communicate around actions held by the French Alliance. The volunteer will follow us during the events, will partly represent the organization during some fairs and market, she/he will also have a desk at the reception of the common room, with a computer where she/he will be able to work and welcome people.

Volunteer's activities :

The volunteer will spend **25 hours weekly working for the French Alliance, and 10 hours per week will be organised for the meeting with other EVS, language courses and preparation of his/her mini-project.**

During the working time at the French Alliance, we want the volunteer to help us in regular activities like welcoming students in the common room and giving information about our courses and cultural program, classifying the books in the library, animating school visits in the French Alliance, updating the website/facebook profile, helping during the cultural events (taking photos, installing pictures for exhibitions, etc.). Once per month, she/he will be responsible for organizing the French film club "Ciné-café". She/he will also have space for suggesting other activities as we want to support his/her own creativity.

The cultural actions all over the year are opportunities to strengthen ties with the members of the French Alliance association and the students. We would like the volunteer to participate in all these meetings and gatherings so as she/he could understand how such an organization is working from inside and outside. We believe the volunteer can learn a lot from these meetings.

Schedule:

From Monday to Friday.

Mornings: the mornings will be used for the volunteer to work with the director and the education/pedagogical coordinator and the cultural manager when preparing the festival Bonjour Brno, it will be the time for them to discover what the work consists of, and to help one or the other depending on the time of the year (helping the cultural manager during the festival preparation in spring, helping the education/pedagogical coordinator at the beginning of each semester during the registrations of the students or the exam period).

Afternoons: classes start mostly from 16h, and until 20h. It is time when most of the people are in the building, visiting the library or learning French. At that time, the volunteer will have the possibility to give information to our students and classifying documents of the library.

Usually, the volunteer will have all the weekends free. However, sometimes, we organize events in the evening or during the weekends when we would like him or her to be with us. So afterwards, it will be possible for the volunteer to take days off, or to come to work later. Moreover, she/he will have two days off per month which will be possible to join in order to have longer holidays.

Volunteer profiles and recruitment process:

We are looking for a person who is interested in French culture and language and who would like to help to spread a Francophile spirit. For more active participation, it would be better if the volunteer has a certain level of French language. We would welcome his/her openness to cultural and educational activities. The motivation, sense of responsibilities and creativity are really important for us.

We will select the candidate after reading curriculums and motivation letters, and the final decision will be given after a Skype interview in French.

QUESTIONS TO ANSWER:

1. What is your idea of the work in a media library?
2. Do you have any experience with working with people? If yes, please specify. Are you used to communication at your work? Is communication your strong skill? Please, argument your answers.
3. What kind of activity would you suggest to make French culture closer to the group of people at the age of 14-18?
4. What would you like to gain from your EVS?
5. What are your strong sides and how would you like to share your knowledge and experience with others?

General description of EVS coordinated by Luzanky:

There are 12 EVS volunteers working at different places on individual projects, meeting every week on common meetings with the coordinator and from time to time with all the colleagues to evaluate and plan the project. Luzanky hosts and coordinates EVS volunteers in other organizations (focused on environmental education, Roma minority, French culture etc.). So, all hosted and coordinated volunteers will meet during the project and can visit workplaces and events of each other.

The volunteers have 3 months Czech language course (60 minutes 2 times a week plus homework). At the beginning of the activity, they are working 5 hours a week together with the coordinator on tasks connected with EVS promotion and presentation of their presence in our organization. Later, usually after 2-3 months, these 5 hours a week can be used by volunteer for his/her own projects and ideas.

Volunteers can visit some of the courses and events organized by Luzanky for free (circus trainings for adults, ceramics etc.).

The organization will host only volunteers older than 18 years old.

Days off and holidays: volunteers have 2 days a week free + 2 days per month of vacation. While working occasionally on weekends they have extra days off during the week.

Allowances:

Volunteers get their pocket money and food allowance monthly (in the beginning of each month), they are provided with card for Brno public transport.

Accommodation:

Volunteers live in rented flats in single rooms.