



**Asociación Juvenil Serena Mundo**



# **WORK PROFILE**

## **SPAIN**

### **2010 - 2011**

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## **INTRODUCTION**

**ASERMUN has a local network of projects in the small town of Castuera and surroundings. Besides, we are constantly searching for new projects across the whole region. Depending on your personal interest, you could be working with children, youth, handicapped people, immigrants, etc. Our projects can be identified with different working areas, such as culture, education, promoting equal opportunities, human rights, etc.**

**When you are placed in a project it is important that you show respect to the people you are working with and to be as flexible and tolerant as possible. Remember that each project has its own internal rules and everyone there must follow them. Please note that ASERMUN acts only as a coordinating organisation and does not have the power to influence internal rules nor the arrangements made by residential hosting projects regarding volunteer's board and lodging and they must be respected as offered in the Work Profile description.**

**Please bear in mind that at the beginning you might be treated as a "guest" and people in the project will not probably demand much from you. This can be frustrating and you might feel useless. There is only one way of solving this "problem": show as much interest as you can in the project activities, put forward any idea you may have, try to be a team member, and never think you are not wanted there. It will take a while to find your own place in the project, but at the end it will be worth the effort.**

**This Work Profile contains a detailed description of projects. In order to make sure that you will get what you want, we ask you to please fill in the priority list form that you will find at the end of the Work Profile and attach it to your application form. Please take into account that minor things may vary in projects before next update. ASERMUN will inform all candidates of possible changes in due time.**

**ASERMUN's Team**

## VOLUNTARY WORK PLACEMENTS

### ADISER HORIZONTES

<b><i>NAME OF THE PROJECT</i></b>	<b>ADISER HORIZONTES</b>
<b><i>LOCATION</i></b>	<b>CASTUERA, BADAJOZ</b>
<b><i>ADDRESS</i></b>	<b>Fraternidad, s/n. 06420 Castuera. Badajoz.</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 76 1009</b>
<b><i>EMAIL</i></b>	<b>adiser@castuera.es</b>
<b><i>CONTACT PERSON</i></b>	<b>Antonia Soriano</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Physically and mentally challenged people.</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To improve the quality of life of challenged people, contributing towards their autonomy and independence in all the aspects of their daily life (social, economic, professional, etc.)</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ol style="list-style-type: none"> <li><b>1. Social Services: information, family support, orientation and resources management</b></li> <li><b>2. Work and Training: occupational centre, project E-Tradis, Especial Employment Centre, work and training courses.</b></li> <li><b>3. Leisure activities: weekend meetings, summer camp, sports championships, etc.</b></li> </ol>
<b><i>COMMUNITY CONTEXT</i></b>	<b>ADISER was created by a group of parents whose children had different mental challenges. Sometimes, the organisation also targets those who are physically challenged. The aim is to offer them a better quality of life. The centre of activities is in Castuera, a small town with near 7,000 inhabitants, but they also reach other people in the area.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteers must be strongly motivated to work with handicapped adults. Previous experience will be an advantage, but not essential. The volunteer must be flexible, patient and tolerant. Manual skills and other artistic abilities will be well appreciated. Volunteers will work Monday to Friday only mornings and they must be ready to work some weekends.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<ul style="list-style-type: none"> <li><b>• To support ADISER educators during workshops, classes, etc.</b></li> <li><b>• To support ADISER staff during trips and days out.</b></li> <li><b>• To get involved in all activities organized by ADISER.</b></li> </ul>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

## ASERMUN

<b><i>NAME OF THE PROJECT</i></b>	<b>ASERMUN</b>
<b><i>LOCATION</i></b>	<b>CASTUERA</b>
<b><i>ADDRESS</i></b>	<b>Travesía de San Benito, 2, 1ºA 06420 Castuera. Badajoz</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 76 01 31 / 648 18 76 73</b>
<b><i>EMAIL</i></b>	<b>asermun@yahoo.es</b>
<b><i>CONTACT PERSON</i></b>	<b>Teresa Tena</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Office Support</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To help in the daily work of ASERMUN, assisting with different tasks.</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• To coordinate EVS projects and youth exchanges within the framework of the EU Youth Programme</li> <li>• To organize workshops and other activities according to young people's demand and interest and with a clear benefit for them and their local communities</li> <li>• To develop activities in cooperation with other organizations and social work entities</li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<p><b>ASERMUN intends to set up a free space, open to young people who share our enthusiasm to improve life standards in our villages and our region as the means to achieve a better world for everyone.</b></p> <p><b>ASERMUN is possible thanks to the work of a group of young volunteers, who do their best to achieve a social reality that meets the needs and demands of all young people, providing them with the necessary tools for their personal and career development.</b></p> <p><b>The organization is based in Castuera, a small town of near 7,000 inhabitants, but activities can take place in neighbouring towns.</b></p>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<p><b>The volunteer must be a good team worker and be ready to work with young people. They must have good IT skills and be able to meet deadlines. They must be responsible and flexible to work some weekends. Good command of English and Spanish are essential. The volunteer will work Monday to Friday alternating morning and afternoon shifts.</b></p>
<b><i>VOLUNTEER'S TASKS</i></b>	<ul style="list-style-type: none"> <li>• To support ASERMUN volunteers during the different activities of the organization</li> <li>• Answer the phone, email, post...</li> <li>• Editing ASERMUN's newsletter and updating the website.</li> </ul>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

## BIBLIOTECA MUNICIPAL "GONZALO SOUBRIER"

<b><i>NAME OF THE PROJECT</i></b>	<b>BIBLIOTECA MUNICIPAL "GONZALO SOUBRIER"</b>
<b><i>LOCATION</i></b>	<b>CASTUERA</b>
<b><i>ADDRESS</i></b>	<b>Gabriel y Galán s/n. 06420 Castuera. Badajoz.</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 77 23 01 / +34 924 76 05 63</b>
<b><i>EMAIL</i></b>	<b>bibliocastuera@yahoo.es</b>
<b><i>CONTACT PERSON</i></b>	<b>Buensuceso Sánchez / Eugenia Hidalgo</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Cultural – Local library</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To provide the local community with reference and reading facilities in order to get them better acquainted with the outside world, contributing to their personal development.</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• Campaign to encourage people to read more books (especially from a young age)</li> <li>• Book/film borrowing service</li> <li>• Book register</li> <li>• Cultural workshops</li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<b>The local library offers its services to people from Castuera, a small town of near 7,000 inhabitants, and other little villages in the surroundings. It opens to the public Monday-Friday with morning and afternoon-evening shifts.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteer must have an interest in working with children and young people. They must like reading and be good in motivating others to do so. Creativity and a good imagination will be very much appreciated. Good IT skills will be an advantage. Volunteers must be flexible and patient. The volunteer will work Monday to Friday, morning and afternoon shifts.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<ul style="list-style-type: none"> <li>• Support the two librarians in the different library activities</li> <li>• To organize workshops for library users</li> <li>• To get involved in outdoors activities which may be organized by the library</li> <li>• To create a computer assisted book register</li> </ul>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living.</b>

## APROSUBA 11

<b><i>NAME OF THE PROJECT</i></b>	<b>APROSUBA 11</b>
<b><i>LOCATION</i></b>	<b>CABEZA DEL BUEY, BADAJOZ</b>
<b><i>ADDRESS</i></b>	<b>Europa, 18. 06600 Cabeza del Buey. Badajoz.</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 601081</b>
<b><i>EMAIL</i></b>	<b>not available</b>
<b><i>CONTACT PERSON</i></b>	<b>Ana Murillo</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Physically and mentally challenged people.</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To improve the quality of life of challenged people, contributing towards their autonomy and independence in all the aspects of their daily life (social, economic, professional, etc.)</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• <b>Social Services:</b> information, family support, orientation and resources management.</li> <li>• <b>Work and Training:</b> occupational centre, Especial Employment Centre, work and training courses, social skills.</li> <li>• <b>Education:</b> adapted school.</li> <li>• <b>Day care centre and residence service</b></li> <li>• <b>Health:</b> rehabilitation and attention from very early stages.</li> <li>• <b>Leisure activities:</b> sports club, weekend meetings, summer camp, sports championships, etc.</li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<b>APROSUBA 11 was created by a group of parents whose children had different mental challenges in collaboration with other people. The majority of beneficiaries have mental disabilities, but the organisation also supports those physically challenged. The aim is to offer them a better quality of life and to help them to lead an independent life. The centre of activities is in Cabeza del Buey, a small town with near 6,000 inhabitants, but they also reach other people in the surrounding area.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteers must be strongly motivated to work with handicapped youngsters and adults. Previous experience will be an advantage, but not essential. The volunteer must be flexible, patient and tolerant. Manual skills and other artistic abilities will be well appreciated. Volunteers working schedule will be split between morning and afternoon from Monday to Friday, but they must be ready to work some weekends if required by the project.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<b>The volunteer work will be based in the residence area:</b> <ul style="list-style-type: none"> <li>• <b>Support staff in the morning shower session to supervise / help the beneficiaries living in the residence</b></li> <li>• <b>Support staff in the afternoon leisure activities (going out, shopping, cinema, etc.)</b></li> </ul>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Own room in the residence where project beneficiaries live.</b>

## C.E.A. CASTUERA

<b><i>NAME OF THE PROJECT</i></b>	<b>CENTRO DE EDUCACIÓN DE ADULTOS DE CASTUERA</b>
<b><i>LOCATION</i></b>	<b>Castuera</b>
<b><i>ADDRESS</i></b>	<b>C/ Reyes Huertas 16. 06420 Castuera. Badajoz</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 020 720</b>
<b><i>EMAIL</i></b>	<b>cepa.castuera@edu.juntaextremadura.net</b>
<b><i>CONTACT PERSON</i></b>	<b>Rafael Rebollo</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Culture / Education</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To offer adult students an opportunity to get in touch with people from other cultures as a complement to the standard education they receive. To guarantee equal opportunities and education for all.</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<b>CEA Castuera is an education centre for adults. The centre prepares students to take official exams in elementary and secondary education. Foreign languages (mainly English) are included as part of students curriculum. Spanish for Foreigners is also offered, especially to cover the linguistic needs of the immigrant population.</b>
<b><i>COMMUNITY CONTEXT</i></b>	<b>CEA Castuera is a government-run school located in Castuera. CEA has also other associated centres located in neighbouring towns. Students are adult people who are given another chance to achieve their basic and secondary qualifications in formal education so they can enjoy equal opportunities in the labour market.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteers will be flexible, patient and tolerant to work with adults. They must be creative and have great initiative. The volunteer will work Monday to Friday 4.00pm - 9.00pm</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<b>The volunteer will support the centre's staff teaching in-class English grammar and conversation in Castuera and through video conference system with students in other towns. The volunteer will also help with simple administrative tasks (correspondence, enrolment, etc.). In addition, the volunteer will help with translation of material for the website for Socrates-Grundig III European Adult Education project in which the centre is taking part. The volunteer could also have some workshops or similar activities organised upon their own initiative.</b>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

## CENTRO JUVENIL Y DE OCIO

<b><i>NAME OF THE PROJECT</i></b>	<b>CENTRO JUVENIL Y DE OCIO</b>
<b><i>LOCATION</i></b>	<b>CASTUERA</b>
<b><i>ADDRESS</i></b>	<b>Cuesta de la Fuente s/n. 06420 Castuera. Badajoz</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 76 08 97</b>
<b><i>EMAIL</i></b>	<b>cjuvenilocio@castuera.es</b>
<b><i>CONTACT PERSON</i></b>	<b>Carolina Romero</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Children and youth</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To provide children and young people with alternative leisure activities in order to increase interaction between different age groups. To get these groups involved in different social and cultural activities.</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• Workshops and dynamics</li> <li>• Cinema shows and video conferences</li> <li>• Sport activities</li> <li>• IT courses for young people</li> <li>• Participation in local holidays</li> <li>• Birthday parties</li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<b>The Centro Juvenil de Ocio is a leisure centre for children (who are the most frequent users) and youth working in Castuera since 1982. Castuera is a small town with near 7,000 inhabitants in the province of Badajoz, south-west Spain.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteer must be motivated to work with children and youth from different backgrounds. The volunteers must be active, creative and have good planning skills. They must be ready to work in a team. Awareness about different social issues is important. The volunteer will work Monday to Friday and must be flexible to work some weekends and official holidays.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<b>The volunteer will support the two permanent staff to carry out the different activities. Any additional activities, upon volunteers' initiative will be very welcome.</b>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

## I.E.S. "CASTUERA"

<b>NAME OF THE PROJECT</b>	<b>I.E.S. "CASTUERA"</b>
<b>LOCATION</b>	<b>Castuera</b>
<b>ADDRESS</b>	<b>Pilar 45. 06420 Castuera. Badajoz.</b>
<b>COUNTRY</b>	<b>SPAIN</b>
<b>PHONE/FAX</b>	<b>+34 924 020 528</b>
<b>EMAIL</b>	<b>laserena@centros4.pntic.mec.es</b>
<b>CONTACT PERSON</b>	<b>Francisco Morillo</b>
<b>THEME OR TYPE OF PROJECT</b>	<b>Culture / Education</b>
<b>AIMS OF THE PROJECT</b>	<b>To offer the students the possibility to get in touch with young people from other cultures as a complement to the standard education they receive.</b>
<b>PROJECT'S ACTIVITIES</b>	<b>I.E.S. Castuera is a secondary school located in Castuera, providing education to students aged 12-18. Additionally, the centre offers a wide range of extracurricular activities.</b>
<b>COMMUNITY CONTEXT</b>	<b>I.E.S. Castuera is a government-run school located in Castuera. The students come not only from this town, but also from other neighbouring villages. They come from different backgrounds and some of them may have especial needs. The centre has taken part in different youth exchanges during the last few years and they are very receptive towards this kind of activities. They have experience in hosting volunteers/trainees from abroad.</b>
<b>VOLUNTEER'S REQUIREMENTS</b>	<b>The volunteers will be flexible, patient and tolerant to work with young people. They must be creative and have great initiative. The volunteer will work Monday to Friday 8.30am - 2.30pm</b>
<b>VOLUNTEER'S TASKS</b>	<b>The volunteer will support the centre's staff with classroom work (especially in foreign languages) and extracurricular activities. They could also have some workshops organised upon their own initiative.</b>
<b>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</b>	<b>1</b>
<b>HOST SITUATION</b>	<b>Independent living</b>

## RADIO ZUJAR

<b><i>NAME OF THE PROJECT</i></b>	<b>RADIO ZUJAR</b>
<b><i>LOCATION</i></b>	<b>CASTUERA</b>
<b><i>ADDRESS</i></b>	<b>Plaza de España s/n. 06420 Castuera. Badajoz</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 76 16 11</b>
<b><i>EMAIL</i></b>	<b>radiozujar@terra.es</b>
<b><i>CONTACT PERSON</i></b>	<b>Francisco Vazquez</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Media</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To inform, teach and entertain</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• Daily local news</li> <li>• Broadcasting of programmes on different topics, such as culture, sports, music, nature, etc.</li> <li>• Covering of local events</li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<b>Radio Zujar is a local radio station broadcasting for Castuera and other towns in the area. Being a public media is an open space for all. There are 3 permanent staff and occasionally they have trainees.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteer must have an interest in mass media. They must be creative and have great initiative. A good command of Spanish is required.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<ul style="list-style-type: none"> <li>• To take part in the daily tasks (i.e. compiling, selecting, editing and presenting news)</li> <li>• To carry out interviews and street polls*</li> <li>• To create their own programme to present the reality of foreigners living in Castuera.*</li> </ul> <p><b>* Orientative tasks. Can be changed upon volunteer's initiative.</b></p>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

## UNIVERSIDAD POPULAR

<b><i>NAME OF THE PROJECT</i></b>	<b>OFICINA DE ATENCIÓN A INMIGRANTES. UNIVERSIDAD POPULAR</b>
<b><i>LOCATION</i></b>	<b>CASTUERA</b>
<b><i>ADDRESS</i></b>	<b>Prior 2. 06420 Castuera. Badajoz.</b>
<b><i>COUNTRY</i></b>	<b>SPAIN</b>
<b><i>PHONE/FAX</i></b>	<b>+34 924 76 16 62 / +34 924 77 24 01</b>
<b><i>EMAIL</i></b>	<b>fitahidalgo@hotmail.com</b>
<b><i>CONTACT PERSON</i></b>	<b>Fita Hidalgo</b>
<b><i>THEME OR TYPE OF PROJECT</i></b>	<b>Immigrant population</b>
<b><i>AIMS OF THE PROJECT</i></b>	<b>To help the integration of the immigrant population living in Castuera and the surrounding area.</b>
<b><i>PROJECT'S ACTIVITIES</i></b>	<ul style="list-style-type: none"> <li>• <b>Support and advice for the normalisation process</b></li> <li>• <b>Employment orientation and information</b></li> <li>• <b>Training courses for intercultural mediators</b></li> <li>• <b>Campaigns aimed at increasing solidarity with the immigrant population</b></li> <li>• <b>Multicultural and intercultural activities</b></li> </ul>
<b><i>COMMUNITY CONTEXT</i></b>	<b>The Universidad Popular in Castuera is a centre for non-formal education open to the public. It hosts an information point for immigrants, where they receive support and counselling.</b>
<b><i>VOLUNTEER'S REQUIREMENTS</i></b>	<b>The volunteer must be tolerant and motivated to work with people from different nationalities. Some knowledge of Spanish and IT will be an advantage. The volunteer will work Monday to Friday, morning and afternoon.</b>
<b><i>VOLUNTEER'S TASKS</i></b>	<b>The volunteer will support the person in charge of the information point in the different activities of the project. Their level of responsibility will vary depending on their knowledge of the language. Normal tasks include: preparing different materials and distributing them, help with the design of promotion material, providing information personally and over the phone, organizing meetings and other activities, keeping up to date a photographic record of all activities, etc.</b>
<b><i>NUMBER OF ICYE VOLUNTEERS TO BE HOSTED IN PROJECT</i></b>	<b>1</b>
<b><i>HOST SITUATION</i></b>	<b>Independent living</b>

# PRIORITY LIST

Please, fill in this form in English or Spanish and give us as much information as you can about your interests and project preferences.

ASERMUN will try to place you in one of the projects you have chosen. However, we cannot guarantee that you will be placed in that specific project, although you will be allocated a project with similar characteristics.

Please mark at least two areas of work that you would be interested in:

Children  
Culture  
Handicapped people  
Immigrant population

Media  
Youth  
Other. Specify: \_\_\_\_\_

Please indicate your skills:

IT  
Languages  
Music, arts  
Office work  
Sports  
Teaching

Experience in any of the areas of work indicated above. Please specify in which: \_\_\_\_\_

Please name three projects where you would like to work and explain why.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Please add any additional information that you consider useful for the selection process.

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Volunteer's Signature:

Sending Committee: