



# **WORK PROFILE FRANCE**

## **2014/2015**

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## **Dear future exchangee,**

In this Work Profile, we would like to present some of the voluntary work placements that Jeunesse et Reconstruction/ ICYE France offers. Its aim is to give you an idea about what kind of voluntary work we potentially offer here in France as the projects are really different.

When you are thinking about your exchange year, you will probably ask yourself two main questions: Where will I live? What kind of work will I be doing? In this booklet, we try to give you as much information about these two main questions as possible, in order to help you to get a realistic idea about the possibilities and limits of this program.

Generally, foreigners have already some images of France and some expectations of life. Of course, France is a developed country but nevertheless, there is another part of our country which is related to the social field in which you can experience difficult aspects of life. In order to allow you to be prepared, you will have a list of our projects and their characteristics below.

### **Important Information**

Every volunteer who wants to work in a project related to children, like kindergardens, schools or youth centers/youth organizations, needs a police record.

## **Voluntary work: What does that mean?**

*“When I started to volunteer in France, I thought I had to bring my competences to the people I will meet. My thinking was wrong. In my country I have a comfortable life and I couldn't imagine that my work will consist in cleaning, cooking, in other words doing things that my housemaid makes for us. It was a shock and it was really difficult to overstep. Finally, during this year I learnt more than I gave. And the most important thing I learnt was Humility. Actually, volunteering is to adapt yourself to another culture, meet other people of different backgrounds and share the more you can with them, and understand better the country you are in.” (Ana Cristina, Honduras, 2012/2013)*

You made the decision to apply for a program that offers voluntary service abroad, possible because you realized that sharing everyday life with French people and working together every day is the best way to fully immerse yourself in a new culture. This type of program also means that the focus of your time in French should be the work you do in your project and the people you are working with, not travelling around Europe.

Voluntary work with Jeunesse et Reconstruction/ICYE France usually means working in a social field. The work is voluntary, thus you will only receive pocket money for your daily expenses. You cannot expect to save up money during your exchange year for your travel month or even to take some home with you! Be aware that paid jobs along the way are not allowed. This is not the aim of the program, and it is also illegal!

In any kind of voluntary work placement, the most important aim is the social and intercultural learning. Sharing everyday life in another culture is the best way to get an understanding of it. You should be prepared to take over a certain amount of responsibility and work together with your colleagues. We cannot promote personal careers by offering special studies or certified professional training or university studies.

We recommend that you to start to learn French in your home country and benefit as much as you can during your stay here. Besides, your work will be more interesting and you will meet people more easily if you have at least the basics in French.

# Where to live?

Generally, there are two different kinds of host situations:

## **1. In a host family (projects in schools)**

One type of host situation could be staying with a host family (mother and father with children, single mother with children, single father with children, couples without children or even a single person). You would then do voluntary work in a project in the village/ town/ city where you live. Be aware that most French families do not have a lot of children, and sometimes the children are already grown-up and live on their own. In many cases, there are only the host parents and maybe one host brother or sister.

Besides, during the year, **the project can change your accommodation from one family to another one and several time** (3 or 4 times). You have also to agree on that because it is a requirement from your project and their possibilities.

## **2. Residential projects**

The other possibility is to live at the project site; it is the case for Emmaüs, Ethic Etapes and sometimes in Montessori schools.

In this type of accommodation, you can have your own room or you can share it with another person. Actually, it depends on the free places the structures have during the period of volunteering.

Living at the project site offers you a more independent living situation than staying with a host family. It gives you the chance to get into close contact with the other volunteers of the institution. But it also demands a lot of independence from your side. It can mean doing your own shopping and cooking, washing your clothes by yourself and generally to take care of your needs yourself.

**Note: You cannot choose your hosting situation. The hosting situation depends on the projects and their possibilities.**

# Projects

## Montessori Schools Projects:

### EMMI 91

#### Brief description and main aims

The school welcomes ones 50 children of 2 to 12 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Two unfazed atmospheres which favor the learning process (2-6 years old and 6-12 years old children)
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate

#### Main Activities

The school ambition regarding the education is to reveal to the child all the skills he has in himself, without judgment and to enable him to become a responsible adult who takes initiatives and has a critical mind.

The work of the educators is to guide the children in their learning process in daily life.

#### Volunteer tasks

The volunteer will support the educators. The volunteer will assist a teacher of the kindergartener during the whole year. He or she must enjoy working with young children.

Example of tasks: - helping children to discover tools

- giving them lunch
- changing children's nappies
- offering activities (drawing, stories...)

The volunteer will also participate in the school's life and he or she will be dynamic, kind, pragmatic, creative and curious.

#### Volunteer requirements / Skills

The volunteer must be prepared to teach with different methods and tools. He/she has to make an effort to understand and respect these educational methods chosen by Maria Montessori International 91 School. He/she has to show concern in his/her work with the children, has to be patient and flexible. The volunteer must take initiatives.

#### Location

Evry is the administrative center of the Essonne department, about 1 hour far away from Paris in transportation.

Evry is a green city where you can have a walk enjoying the banks of the Seine, different parks and gardens, and also the patrimony.

Besides, Evry is really dynamic and you can do sports or enjoy cultural exhibitions.

### **Hosting Situation (Board & Lodging)**

The volunteer will be hosted in a flat which is in the school. She will have neighbors who are also living in the school in another flat.

Lunches are taken at school. Breakfast and dinner are taken in family.

## **Menthe Abricot Cerise**

### **Brief description and main aims**

The school welcomes 27 children of 3 to 11 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Unfazed atmosphere which favor the learning process
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate

### **Main Activities**

The school ambition regarding the education is to reveal to the child all the skills he has in himself, without judgment and to enable him to become a responsible adult who takes initiatives and has a critical mind.

The work of the educators is to guide the children in their learning process in daily life.

Parents' organization is in charge of the administration. The organization brings together pupils' parents and is in charge of the communication, the promotion and raising funds. The president of the organization is in charge of the management of the school.

### **Volunteer tasks**

The volunteer will support the educators. At the very beginning, the volunteer will observe in order to understand the educational approach and its methods. After that, the volunteer will animate activities with the educators. The volunteer suggest, prepare and animate new educational activities (language courses, outings, thematic projects...) with the help of the educators.

- Example of activities:
- Taking care about the children
    - Preparing the tools for the activities
    - Helping children to dress and undress
    - Preparing breakfast and lunch
    - Helping the kitchen staff
    - Cleaning the classroom

The volunteer will also participate in the organization's life and help the parents with the maintenance of the places and the tools, events, etc.

### **Volunteer requirements / Skills**

The volunteer must be prepared to teach with different methods and tools. He/she has to make an effort to understand and respect these educational methods chosen by Menthe-Abricot-Cerise School. He/she has to show concern in his/her work with the children, has to be patient and flexible. The volunteer must take initiatives.

### **Location**

Roissard is a little village located in the Isère department, in the Rhône-Alpes region, a rural area with mid-high altitude mountains. The town has 240 inhabitants. The nearest city is Grenoble, 40kms far away. The area offers leisure such as sports, cultural exhibitions during the entire year.

Roissard is a 740 meters altitude village. If summers are nice, winters can be really cold (under 0° Celsius, snow).

### **Hosting Situation (Board & Lodging)**

The volunteer will be hosted in a family of one of the pupil in Roissard or in a village near to it. It may happen that the volunteer has to move to another host family several times during the year. This change can occur in order to facilitate the organization of the hosting structure and the people involved in the program.

Lunch is at school but the other meals are in family.

## **Ecole pour la Vie (For German speakers)**

### **Brief description and main aims**

Created 7 years ago, the school welcomes 27 children of 3 to 9 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Unfazed atmosphere which favor the learning process
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate



### Main Activities

The school ambition regarding the education is to reveal to the child all the skills he has in himself, without judgment and to enable him to gain in independence and self-confidence. The school dedicates also its activities to the language. The purpose of the school is to offer to the children the possibility to speak German as a second language thanks to the volunteer.

### Volunteer tasks

The volunteer will support the educators. He or she will supervise specifically the **children in distress**, be attentive to the teaching method, share his/her culture, and make the children sensitive to the German language. He / she will also have to set up specific activities in connection with his/her centers of interest in order to share with the children.

Examples of tasks: - Teach language

- Prepare breakfast
- Assist them in class
- Take care about children
- Clean the classroom

### Volunteer requirements / Skills

The volunteer must be prepared to teach with different methods and tools. He/she has to make an effort to understand and respect these educational methods chosen by Ecole pour la Vie. He/she has to show concern in his/her work with the children, has to be patient and flexible. He/she has to take into account that there are disabled children who need specific care. The volunteer must take initiatives and **speak German**.

### Location

Hoerdts is a little city in the Alsace region of France, in the Bas-Rhin department. The town is really near to Strasbourg (about 15 minutes by transportation). In 2010, 4440 inhabitants were living in Hoerdts. The town offers a lot of cultural, traditional and sport animations.

During the summer, temperatures are between 20°C and 30°C. But winter can be cold, - 8°C and 10°C.

### Hosting Situation (Board & Lodging)

The volunteer will be hosted in a family. During the year the volunteer will change his/her family several times. Lunches will be at school and breakfast and dinner in family.

## Ecol'o bambins

Only for women from Latin America

### Brief description and main aims

The Ecol'o Bambins School is the first Montessori school created on the Bassin d'Arcachon, France. The school was created in 2009.

The Ecol'o Bambins is located in the Regional Natural Park of the Landes de Gascogne. Forest and river near to the school environments offer rich biodiversity (fauna and flora). This privileged location makes the school really active in the ecology sphere (eco-citizenship, and respect for the environment...).

### Main Activities

The school welcomes children from 2 to 9 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Two unfazed atmospheres which favor the learning process (2-6 years old and 6-12 years old children)
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate

The school ambition regarding the education is help the child to develop:

- Self-confidence and autonomy
- Curiosity and willing to learn
- Listening capacities, tolerance and respect

### Volunteer tasks

The volunteer will support the educators. She must enjoy working with young children. The volunteer will also participate in the school's life and he or she will be dynamic, kind, pragmatic, creative and curious. She will also have the task to create different activities (language courses, cultural activities, songs, stories, workshops...). The volunteer will have to participate actively to administration tasks, care of farm animals...

### Volunteer requirements / Skills

The volunteer must be prepared to teach with different methods and tools. She has to make an effort to understand and respect these educational methods chosen by Maria Montessori Ecol'o Bambins School. She has to show concern in her work with the children, has to be patient and flexible. The volunteer must take initiatives and carry the school project. Besides, the volunteer has to be ready to involve herself and create a real intercultural exchange.

**NB: this project only accept women coming from Latin America because of the work they planned.**

### Location

Mios is near to Bordeaux, Gironde departement (South West of France). Mios is located in the heart of the forest Landes de Gascogne, in the Natural Regional Parc of Landes de Gascogne. The city of Mios is about 7000 inhabitants and offers great leisure time.

## **Hosting Situation (Board & Lodging)**

The volunteer will be hosted in a flat which is in the school or in a family.

## **Salvert Montessori School**

### **Brief description and main aims**

The school welcomes children from 2 to 12 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Two unfazed atmospheres which favor the learning process (2-6 years old and 6-12 years old children)
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate

### **Main Activities**

The school ambition regarding the education is help the child to develop:

- To meet different people and to promote peace
- The happiness to learn and to be autonomous
- To grow up and become responsible
- To develop his/her own being and open his/her mind to the spiritual dimension

### **Volunteer tasks**

The volunteer will support the educators. He or she must enjoy working with young children. The volunteer will also participate in the school's life and he or she will be dynamic, kind, pragmatic, creative and curious. He/she will also have the task to create different activities (cultural activities, songs, stories...).

: - taking care about the children

- Preparing the tools for the activities
- Helping children to dress and undress
- Preparing breakfast and lunch
- Helping the kitchen staff
- Cleaning the classroom

## **Volunteer requirements / Skills**

The volunteer must be prepared to teach with different methods and tools. He/she has to make an effort to understand and respect these educational methods chosen by Maria Montessori Salvert School. He/she has to show concern in his/her work with the children, has to be patient and flexible. The volunteer must take initiatives and speak English. Besides, the volunteer has to be ready to involve himself/herself and create a real intercultural exchange.

## **Location**

Salvert is located in Vienne department in West-center of France. Crossed by Auxance River, Salvert domain is preserved and embellished by its inhabitants. Huge lawns, vineyard, forest, hills, vegetable gardens, cereal-growing make this area remarkable and a real haven.



## **Hosting Situation (Board & Lodging)**

The volunteer will be in a host family or in the structure. Lunches will be taken at school.

## **Récréés**

## **Brief description and main aims**

The school welcomes children from 2 to 11 years old, and offers Montessori educational methods based on:

- Trust and respectful human relationships
- Two unfazed atmospheres which favor the learning process (2-6 years old and 6-12 years old children)
- Clear and structured educational methods
- Individual work in a collective setting
- Experiences and discoveries by the child himself. The child work with his own rhythm.
- Learn with concrete experience before taking on abstraction
- A self-corrective materiel which allows the child to self-evaluate

## **Main Activities**

The school ambition regarding the education is help the child to develop:

- Self-confidence and autonomy
- Curiosity and willing to learn

- Listening capacities, tolerance and respect

### **Volunteer tasks**

The volunteer will support the educators. He or she must enjoy working with young children. The volunteer will also participate in the school's life and he or she will be dynamic, kind, pragmatic, creative and curious. He/she will also have the task to create different activities (english courses, cultural activities, songs, stories...) and help to cook for lunch.

### **Volunteer requirements / Skills**

The volunteer must be prepared to teach with different methods and tools. He/she has to make an effort to understand and respect these educational methods chosen by Maria Montessori Recrées School. He/she has to show concern in his/her work with the children, has to be patient and flexible. The volunteer must take initiatives and speak English. Besides, the volunteer has to be ready to involve himself/herself and create a real intercultural exchange.

### **Location**

Grambois is located in the Vaucluse department in the South Est of France in the Provence area. The town is really charming and a lot of films of Yves Robert (cineaste) were produced in the town.

### **Hosting Situation (Board & Lodging)**

The volunteer will be in a host family. Meals will be taken in family and at school.

## **EMMAUS PROJECTS**

### **Emmaüs Neuilly Plaisance**

#### **Brief description and main aims**

Initiated in 1954, the aim of the Emmaus movement is to work towards the revalorization of people who suffer from social marginalization and to help them recover their rights and dignity. Emmaus communities are places where everybody is welcomed regardless of his/her past and where solidarity is a principle of life. People are provided with a place where they can live and work. Some 'companions' (people living in Emmaus communities) spend a few months in a community and will find there the support and social bearings needed for their reinsertion into the society. For others, living in an Emmaus community is an alternative way of life.

#### **Main Activities**

While it occupies a central place in the communities, the work does not have the same meaning as in a market economy and it is lived differently. In a community, each companion is committed to work according to their capabilities and possibilities. The work will involve collecting donated items, sort them, repair them and recycle them, and sell them. It allows each companion to food, to be accommodated, to go on holidays, to participate in social and cultural life but also to benefit from many services, such as the right to health, social security, validation of quarters retirement. It also gives the opportunity to help people, associations or projects of its immediate environment and initiate actions of solidarity.

#### **Volunteer tasks**

First of all, the volunteer is invited to discover the various activities of the community and then depending on his/her skills, the volunteer will find his/her place and role inside the organization. The volunteer is associated to the tasks carried out by the companions and is involved in the community life through the meal preparations, the maintenance of the houses. Everybody is on the same level, volunteer and companion and does his/her part of the tasks. The volunteer is also expected to come up with ideas for organizing activities that will give the chance to the community to learn about his country and culture.

#### **Volunteer requirements / Skills**

Male and female. Age 18-26. Sense of adaptation, psychological balance, autonomy, to be pedagogical, good social skills. Most of the people who come to live in an Emmaus Community have had very tough lives and harsh experiences. For Emmaus community, welcoming volunteers is a way of opening the community on other horizons. There are French and foreign people who work as volunteers in most Emmaus community. Their help is seen as an act of solidarity. It is precious and valued by the communities. The presence of volunteers is an opportunity for exchanges between volunteers and 'companions': volunteers learn about the social difficulties in France and companions get a change to discover their culture and country of origin.

### **Location**

The community takes place in a town called Neuilly Plaisance, 15 km away from Paris in the north.

### **Hosting Situation (Board & Lodging)**

The volunteer gets a room of his/her own in one of the house/Foyer. Facilities are shared with the other people living in the house.

## **Emmaüs Etoile**

### **Brief description and main aims**

The aim of the Emmaüs movement is to work towards the revalorization of people who suffer from social marginalization and to help them recover their rights and dignity. EMMAÜS communities are places where everybody is welcomed regardless of his/her past and where solidarity is a principle of life. People are provided with a place where they can live and work. Some 'companions' (people living in the communities of Emmaüs) spend a few months in a community and will find there the support and social bearings needed for their reinsertion into the society. For others, living in an Emmaus community is an alternative way of life.

### **Main Activities**

Communities are made of houses where the companions and volunteers live together and of other buildings where they work in different areas: there is usually a selling place where the clients come, storage sheds where the items given to the community are stored and workshops where they are repaired and cleaned.

### **Volunteer tasks**

First of all, the volunteer is invited to discover the various activities of the community and then depending on his/her skills, the volunteer will find his/her place and role inside the organisation. The volunteer is associated to the tasks carried out by the companions and is involved in the community life through the meals preparations, the maintenance of the houses. Everybody is on the same level, volunteer and companion and does his/her part of the tasks. The volunteer is also expected to come up with ideas for organising activities that will give the chance to the community to learn about his country and culture.

### **Volunteer requirements / Skills**

Male and female. Age 18-26. Sense of adaptation, psychological balance, autonomy, to be pedagogical, good social skills. Most of the people who come to live in an Emmaüs Community have had very tough lives and harsh experiences. For Emmaüs community, welcoming volunteers is a way of opening the community on other horizons. There are French and foreign people who work as volunteers in most Emmaüs community. Their help is seen as an act of solidarity. It is precious and valued by the communities. The presence of volunteers is an opportunity for exchanges between volunteers and 'companions': volunteers learn about the social difficulties in France and companions get a change to discover their culture and country of origin.

### **Location**

The community is located 1 km away from a village (Étoile sur Rhône) and 10 km away from Valence (64 000 inhabitants) in the south-east of France. It takes 15 minutes by bus to go to Valence. The weather over there is quite warm from spring to autumn but the volunteer has to bear in mind that the winter can be very cold. Companions can get clothes from Emmaüs shop for free, so volunteers don't have to bring a lot of clothes.

### **Hosting Situation (Board & Lodging)**

The volunteer gets a room of his/her own in one of the house/foyer. Facilities are shared with the other people living in the house.



# ETHIC ETAPE PROJECTS

## Escale et Habitat

Only for men from 22-26 years old.

### Brief description and main aims

The association is specialized in the welcoming of youths (individually or in groups) for short term stays in the youth hostel part of the building with 36 bedrooms (112 beds).

### Main Activities

The youth hostel welcomes different kind of groups all around the year for short time stays: families holidaying in France, students, groups of children participating in a school trip with their class, sport groups, retired people. At the same time it accommodates young people between the ages of 16 to 26 years old, a few couples, young workers, trainees and unemployed for long term stays in a FJT of 119 rooms. It also hosts a student residence of 64 rooms and a self service restaurant for 200 persons.

### Volunteer tasks

The volunteer will be associated to the different departments of the center such as the youth hostel reception, the welcoming of groups and visitors and some administrative work. With the new Éthic Étapes label, the association is now engaged in a sustainable development approach. According to his interests, the volunteer will be expected to work on that thematic by setting up a project. He is also expected to come with ideas that will give the chance to the community to learn more about his country and culture.

### Volunteer requirements / Skills

The volunteer should be FLEXIBLE, adaptable, dynamic, and sociable and have a good sense of initiative. It is fundamental that the volunteer like contact with the public and has a sense of quality service for visitors. She/he should also do his best to find his/her place among the staff member and ensure good integration in the team. **The volunteer must have some knowledge in French.**

### Location

The center is located in the suburban area of Blois, in the department called Loire et Cher in the center of the country. City of art and history, it takes place in an area famous for the Castles of the Loire Valley (Blois, Chambord, Cheverny). The climate is moderate, cold during the winter and hot during the summer.

### Hosting Situation (Board & Lodging)

The volunteer will get a room of his own. Meals will be taken with the staff or the volunteer could also have the possibility to cook by himself during the weekends.

## CLAJ Nice

### Brief description and main aims

In 1948 the "CLAJ -Jeunesse camping" organization started setting up international youth hostels in an exceptional environment, along the French Riviera and in the ski resorts of the Southern Alps.

The hostels in Nice, the capital of the Côte d'Azur, Cap d'Ail -near Monaco-, Allos, in the middle of the mountains open up new perspectives for young people from all over the world.

The movement, which was initiated in Nice, developed across the country and the borders. Young people were offered leisure that matched their lives, their needs and their aspirations, with international meetings, ski camps, hiking, biking and football games.

Young workers and students want to discover new horizons and meet other young people from all over the world. Far from city life, concrete and pollution they are given the possibility to travel around France and other distant countries.

Here are the international youth hostels: Clairvallon in Nice, Caravelle 60 in Antibes, Thalassa in Cap d'Ail, Les Sapins de l'Amitié in Valberg, U Carabellu in Calvi, Corsica and Sainte Brigitte in Allos in the Alps.

### Main Activities

The volunteer is associated to all the tasks done by the permanent staff:

- The main occupation consists in taking care of the residents. It starts with giving information, welcoming groups when they arrive, showing them around and providing them quality service and assistance.
- The volunteer also helps in the maintenance of the house and the restaurant (setting tables, doing the dishes, cleaning rooms, etc.) together with the other staff members and takes turn in taking care of the cafeteria where groups come for coffee breaks and in the evening.
- The volunteer can also be associated to the organisation of leisure activities. **He/she is expected to come up with ideas for organising activities that will give the chance to the community to learn about his/her country and culture.**

Depending on the volunteer's fluency in French, dynamism and capacities, he/she could also help with administrative work.

As a tourist centre, there is a high season (March to October) and the activity slows down during the winter.

Working days : ☐ the timetable is centred on the 3 meals of the day when help is really needed by the staff. The volunteer will mostly work at the following times: 7 a.m. to 10 a.m. ; 11 am to 2 p.m. ; 5 p.m. to 10 p.m. The volunteers get 2 days off per week, not necessarily on the week-ends (duty turns are shared by all the staff).

### Volunteer requirements / Skills

The volunteer should be adaptable, dynamic and sociable and have a sense of initiative. Open-mindedness, willingness to help and communication skills are also a must. It is fundamental that the volunteer like contact with the public and has a sense of quality service for visitors.

He/She should also do his/her best to find his/her place among the staff member and ensure good integration in the team.

### **Location**

Nice is a city located in the South-East of France in Provence-Alpes-Côte d'Azur region. The city is not far away from the Italian borders (30km). The Mediterranean sea surrounds the city.

### **Hosting Situation (Board & Lodging)**

The volunteer will get a room of his/her own. Meals will be taken together with the other staff members.

**The CLAJ includes 3 sites. The volunteer has to be ready to move from one to another one during the year.**

## **ARCHE PROJECTS (only available for European volunteers)**

### **Arche Les 3 Fontaines**

#### **Brief description and main aims**

Internationally, the Arche is now an international federation of communities in which people with a developmental disability and assistants live, work, pray and share their lives together. In this shared daily life, assistants discover that people living with a mental disability often possess qualities of welcome, carrying, spontaneity and directness. And also that they are able to touch hearts and to call others to unity through their simplicity and vulnerability. There are over a hundred of communities around the world. They are bound together by a charter which defines their common values and goals.

#### **Main Activities**

The Arche community wants to be a place of growth, where each person is encouraged to grow in love, self giving and wholeness, as well as independence, competence and the ability to make choices. One of the key principles is respect for everybody and a strong will to recognize and valorize the potential in every human being and to maximize each person's competences and gifts. Arche communities also try to work for a better integration of disabled people in society.

#### **Volunteer tasks**

The main activity in the communities is to live and work with disabled people. The volunteer has the same duties as the other assistants: taking care of the people with a disability and helping them in their daily life (getting ready in the morning, going to work, etc...); taking part in the management of the house (preparation of the meals, maintenance of the house, doing the shopping etc.); supervising the activities at the occupational workshops, organizing and taking part in leisure activities in the evenings and on the week-ends. The volunteer is expected to come up with ideas for organizing activities that will give the chance to the community to learn about his/her country and culture.

#### **Volunteer requirements / Skills**

Male and Female. Age 18-26. Sense of adaptation, psychological balance, autonomy, to be pedagogical, good social skills. Experiences in association(s) would be well appreciated. Most of the work is based upon the relationship with the disabled people, so volunteers must be mature, responsible, patient and aware of the difficulties this kind of work involves. The Arche is looking for open-minded people, taking initiatives and eager to acquire a human and spiritual experience. They will have to share the life of the community (celebrations, meetings) and therefore to show a respect and an interest to the people living there.

**The volunteer has to be able to communicate in French.**

#### **Location**

L'Arche Les 3 Fontaines is located in Northern France, in the city called Ambleteuse (Nord-pas-de-Calais region) on the seaside, in a beautiful natural environment. This little town is pleasant and friendly. The community is very well integrated in the town.

### Hosting Situation (Board & Lodging)

The volunteer gets a room of his/her own in one of the house/Foyer. Facilities are shared with the other people living in the house.

## L'Arche L'Espérance

### Brief description and main aims

The Arche community is now an international federation of communities in which people with a developmental disability and assistants live, work, pray and share their lives together. In this shared daily life, assistants discover that people living with a mental disability often possess qualities of welcome, carrying, spontaneity and directness. And also, that they are able to touch hearts and to call others to unity through their simplicity and vulnerability. There are over a hundred of communities around the world. They are bound together by a charter which defines their common values and goals.

### Main Activities

The Arche community wants to be places of growth, where each person is encouraged to grow in love, self giving and wholeness, as well as independence, competence and the ability to make choices. One of the key principles is respect for everybody and a strong will to recognize and valorize the potential in every human being and to maximize each person's competences and gifts. Arche communities also try to work for a better integration of people with a handicap in society

### Volunteer tasks

The main activity in the communities is to live and work with disabled people. The volunteer has the same duties as the other assistants: taking care of the people with a handicap and helping them in their daily life (getting ready in the morning, going to work, etc...); taking part in the management of the house (preparation of the meals, maintenance of the house, doing the shopping etc.); supervising the activities at the occupational workshops, organizing and taking part in leisure activities in the evenings and on the week-ends. The volunteer is expected to come up with ideas for organizing activities that will give the chance to the community to learn about his/her country and culture.

### Volunteer requirements / Skills

Male and Female. Age 18-26. Sense of adaptation, psychological balance, autonomy, to be pedagogical, good social skills. Experiences in association(s) would be well appreciated. Most of the work is based upon the relationship with the handicapped people so volunteers must be mature, responsible, patient and aware of the difficulties this kind of work involves. The Arche is looking for open-minded people, taking initiatives and eager to acquire a human and spiritual experience. They will have to share the life of the community (celebrations, meetings') and therefore to show a respect and an interest to the people living there. **The volunteer has to be able to communicate in French.**

### **Location**

L'Arche L'Espérance is located in a very picturesque town called Pierrefonds in the Oise region, to the North of Paris (about 70 km, 45 min by train). This town is known for its beautiful castle, impressive mansions and landscape. It used to be a thermal town and it still attracts a lot of tourists. Pierrefonds is a dynamic town where lots of cultural activities are offered. The community is very well integrated in the town.

### **Hosting Situation (Board & Lodging)**

The volunteer gets a room of his/her own in one of the house/Foyer. Facilities are shared with the other people living in the house.

**NOTE: All along the year, we are developing new partnership with other structures so this list has to be completed. If other projects are set up, we will inform the ICYE Federation and the National Committees.**

## **Information we need from you**

In order to find a proper placement for you, we have to know what kind of projects is more suitable for you. We will take it into account but without any guarantee!

Please fill in the enclosed “Interest and Priority list” as well as the “motivation letter” you can find at the end of this booklet.

PLEASE do also explain thoroughly in your **motivation letter** why you want to do the exchange year, what you hope to find and to learn and why and how it fits into your life situation or life-concept. You can write this in French or English (if this is not possible for you, we accept it also in Spanish). After having received this information, we will try our best to find an adequate placement for you.

## **Rules and regulations**

- ❑ **Jeunesse et Reconstruction / ICYE France does not offer a school program, but a full-time voluntary program.**
- ❑ Your residence permit does not allow you to hold a paid activity. If an exchangee is discovered to work illegally, she/he will be expelled from the program and have to leave France.
- ❑ Exchangees are expected to take actively part in all ICYE meetings and seminars and also to help preparing the following year’s out-going exchangees.
- ❑ The exchangees can take 4 weeks holidays during their stay in France but not necessary at the end of the year. The dates have to be set with the agreement of the Hosting project and Jeunesse et Reconstruction. Some projects ask the volunteer to take his holidays when the project is close for example in December or January. Moreover, you will be free to travel in and outside France if you have got your definitive residence permit.
- ❑ Hitchhiking in France can be dangerous and we therefore forbid this practice.
- ❑ Exchangees using illegal drugs will be expelled from the program.
- ❑ The exchange program lasts for 6 or 12 months and after that all the exchangees have to return to their home country.

According to the ICYE guidelines, you are entitled to travel for no more than 4 weeks during the exchangee's year.

During the exchange year you can travel on weekends or prolonged weekends, however not on those occupied by the official program. If you do so, keep in mind that as a consequence of ignoring this rule, the NC can expel you from the program!

Always notify your NC in writing in case you go abroad. If any problem should arise, in your home country or with you personally, then we are able to locate you and undertake the necessary steps to help you out.

Name of the volunteer \_\_\_\_\_

Date and place \_\_\_\_\_

Signature \_\_\_\_\_



## **PROJECTS CHOICES**

NAME .....

COUNTRY .....

### **Interest and Priorities list**

Hopefully you have read carefully the Work Profile describing the various kinds of volunteer work placements. To find a good placement for you, we need to know as much as possible about your interests, priorities and skills. Please fill in this form completely (in English, German or Spanish) and return it to Jeunesse et Reconstruction.

#### **The place where I prefer to live is:**

Please number (1 is your first choice, 2 your second choice, and so on)

\_\_\_ with a host family

\_\_\_ where I work

#### **The people I prefer to work with are:**

Please number (1 is your first choice, 2 your second choice, and so on)

\_\_\_ children

\_\_\_ youth

\_\_\_ adults

\_\_\_ people from different countries

\_\_\_ elderly people

\_\_\_ disabled people

\_\_\_ other .....

#### **The skills I have now, and could share are**

(Please mark with a cross; of course there is more than one crosses possible)

\_\_\_ experience with children \_\_\_ experience with disabled people

\_\_\_ experience with old people \_\_\_ experience in agricultural work

\_\_\_ experience in nursery work \_\_\_ typing/computers

\_\_\_ carpentry, construction, building \_\_\_ teaching, subjects .....

\_\_\_\_\_ others: .....

**The language skills I have are:**

Language (fluent, basic knowledge, no knowledge)

French

English

Other:

Other:

**I would like to live and work in the project called:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**The most available project is Emmaus. The other options cannot be guaranteed.**

**Therefore all the volunteers going to France should be ready to accept a placement in an  
Emmaus community.**

## **Motivation letter**

Your name and age: \_\_\_\_\_

Your country of residence: \_\_\_\_\_

Please send us a typed letter of 1-1.5 pages regarding the following aspects:

- Please describe four aspects of your personal motivation to do a voluntary service. (Please try to avoid stereotypes like: "I want to help...")
- Please explain why you want to do it in France.
- Please tell us shortly about your mental picture/your expectations concerning life in a host family/host project in France? (depending on your preferences) Are you aware that France does not only consist of big cities but also of small villages and remote areas?
- Please tell us briefly about your use of the internet. How many hours do you usually spend on the internet per day? Do you think your stay in France will have an influence on it and could it influence your stay in France?
- In which field would you like to do your voluntary service and why?
- Do you have any work experience or volunteer experience in this field?
- What do you expect to learn?
- Regarding which aspects could the project benefit from you?
- Which field of voluntary work would you reject and why?
- How does the voluntary service fit into your current life?
- In which way do you think the experience during your exchange year will contribute to your future plans?

## **VISA PROCESS (only for people who not belong to European Union)**

The visa can be obtained from the nearest French Embassy or Consulate. Please contact the Consulate to get the list of documents required for the visa application materials in your country.

It takes a long time to get a visa, so you must apply **at least 3 months before leaving for France**. As soon as we receive your complete candidate's application, we will send to your sending ICYE committee an invitation letter that you need to take to the Consulate. If you have any problems getting the right visa, please ask your sending ICYE Committee to contact us immediately and we will contact the Consulate in your country directly.

Due to category D visa restrictions, exchangees are not allowed to engage in any paid employment during the ICYE France exchange year.

- **One year exchangees will get a Visa D-Visiteur for 3 months and then apply for a one year residence permit once in France**
- **6 months exchangees should apply for a Visa D-Visiteur for 3 months and then apply for a 6 months residence permit once in France**
- **Or a visa D – Type CESEDA L311-10 with APS to renew after entering the territory**

**The process to obtain the residence permit is quite long (and tedious!).**

1. A few weeks after the exchange's arrival in France, someone from his/her project will accompany him/her to the "Prefecture" to constitute an application file: application form to be filled in + documents required below. A receipt is given to the volunteer as a proof that he/she has turned in his/her application.

2. The volunteer receives a "Récipissé de demande de carte de séjour" (blue document), that is a temporary permit and asked to wait for convocation for a medical examination to be sent by mailing the following weeks (or months...).

3. The next step for the volunteer is to go for a medical checkup at the nearest OFII office.

**This checkup is mandatory and related to the acquisition of the "carte de séjour"**

**A FEE OF 340 EUROS IS REQUIRED FOR THE MEDICAL CHECK UP**

**The fee has to be paid by the exchangee**

4. Once the report from the medical checkup is sent to the Prefecture, the volunteer finally gets the residence permit (Carte de séjour 6 mois-1 an).

**Each volunteer must have the following documents at the time of his/her arrival:**

- One original record of civil status ("état-civil") + Official translation in French
- A police record
- 5 recent photos passport size



# Contrato para los Voluntarios que vienen a Francia 2014/2015

Recuerde, te encontraremos un proyecto como voluntario donde tu ayuda más se necesite y tus capacidades e intereses mejor correspondan. Es muy importante estar muy motivado cuando se realiza el voluntariado con Jeunesse et Reconstruction / ICYE Francia y conservar un espíritu abierto en lo que concierne el lugar donde lo realizarás. Mientras mejor te conozcamos y mientras más flexibles estes dispuesto a ser, será más fácil encontrar un proyecto que te corresponda.

Antes de inscribirse al programa ICYE, por favor lee atentamente el guía de la Federación ICYE: eso clarifica lo que los voluntarios pueden esperar del Comité Nacional de acogida - Jeunesse et Reconstruction / ICYE Francia - los estándares mínimos establecidos por la Federación ICYE que queremos cumplir acogiéndote.

1. Leí y entendí el Perfil nacional de Jeunesse et Reconstruction / ICYE Francia y acepto lo que dice.
2. Los tipos de proyectos propuestos me convienen.
3. Respetaré las directivas y las reglas establecidas por Jeunesse et Reconstruction / ICYE Francia, la estructura de acogida y la Federación.
4. Intentaré dar lo mejor para adaptarme a la vida, la cultura de mi país de acogida y de mi estructura de acogida : no tengo que esperar vivir el mismo tipo de vida que tenía en mi país.
5. No intentaré permanecer en el país, si después de negociaciones, es obvio que no puedo o que no trabajaré según las directivas y reglas establecidas.
6. Debo esperar estar identificado como un representante del programa de intercambio y entender que mi comportamiento influirá sobre el programa.
7. Seré flexible en lo que concierne el tipo de situación de alojamiento y el trabajo voluntario que me dan y permaneceré un año en el mismo proyecto.
8. Aceptaré un proyecto en cualquier lugar de Francia (Norte o Sur, zona urbana o rural, etc.)
9. Daré lo mejor de mí para aprender el francés
10. Si hay cursos de francés organizados por mi proyecto de acogida, los seguiré.
11. Si mi proyecto no puede organizar ningún curso de Francés, no les pediré que lo hagan.
12. Sé que es probable que no voy a vivir con una familia de acogida.
13. No espero ganar más que el dinero mensual mínimo garantizado por la Federación ICYE.
14. Estaré presente en los campamentos de llegada y en los cursos de francés, en el campamento de mitad del año y de fin del año previstos por el Comité de acogida.
15. Entiendo que durante mi año de intercambio, sólo podré viajar durante cuatro semanas al fin del año de intercambio.
16. Participaré a un intercambio y seré un voluntario, no un turista o tampoco un estudiante.
17. Obedeceré a la ley francesa durante mi año de intercambio.
18. Aceptaré las decisiones tomadas por Jeunesse et Reconstruction / ICYE Francia si no respeto este contrato.
19. Regresaré a mi país después del año de intercambio.

Nombre y Apellido: .....

Dirección: .....

País: .....

Preferencia de proyecto:

1 .....

2 EMMAUS COMMUNITY: .....

3 .....

Fecha(d/m/y): .....Firma: .....

***We are looking forward to your arrival and to the great experience  
we will have together in France !***

**JEUNESSE ET RECONSTRUCTION**

**10 rue de trévis 75009 Paris**

**01 47 70 15 88**

**[icye@volontariat.org](mailto:icye@volontariat.org)**