

## Part IV. Host Organisation

*This part has to be filled in only if the applicant requests to be accredited as Host Organisation. The points below are intended to serve as a guide for the description of activities foreseen by the Host Organisations.*

*If more space is needed, please extend boxes.*

### **Project environment:**

*Outline the project environment for the suggested voluntary Service, including the local community where the project will take place (e.g. geographical, social and economical environment). If the host placement is located in a live-in community, please include the rules and conditions that apply also for the volunteer.*

Our kindergarten belongs to the University of Natural Resources and Applied Life Sciences, Vienna. It is frequented by student's children, by children of the university employees and by children whose parents are also interested to take part in the kindergartens daily routine.

We have two employees /kindergarten teachers. Additionally, our members- the children's parents- are actively involved in the Kindergarten and join excursions as extra support for the staff, supply breakfast, lunch and the afternoon snack and care about all administrative duties. We are financed by our membership fee, the university and special charity events to increase our budget.

In total, 18 children visit our Kindergarten on a regular basis, however most of them not in a regular routine. The timetables of the children are very flexible and adaptable to the needs of parents and children, so the number of children present at the same time in the Kindergarten is very flexible.

According to this, the philosophy of the Kindergarten is one of very individual care. The Kindergarten teachers offer activities according to the wishes and needs of the children: creative activities and sports activities (both indoors as outdoors) are two focal points of the work of the teachers and parents with the children.

Vienna is the Capital of Austria and has 1,6 million inhabitants. Located in the centre of the new Europe and heavily influenced by it's history as the capital of the Austrian Hungarian Empire, it builds a bridge between east and west. Many historical buildings offer loads of sight seeing opportunities, but fortunately Vienna is also influenced by modern times: it has a lively night life, many opportunities to practice sport and a large cultural programme.

The kindergarten is situated next to the University of Natural Resources and Applied Life Sciences in the north western part of Vienna. It is surrounded by several parks and is within easy reach by public transports.

This project is coordinated by Grenzenlos, which means that the volunteer will be integrated in the MELANGE programm. This means that he/she will have the opportunity to meet 25 other foreign EVS volunteers as well as Austrian returnees. All volunteers will be offered a leisure time programm, in order to get to know specifics about the Austrian and Viennese culture. There are monthly meetings in order to offer continuous follow-up of the volunteers and to offer a social event where current, future and former volunteers can meet. Grenzenlos also organises housing, helps with finding language courses for the volunteers and offers a mentoring programm as well as help with all administrative matters.

### **Proposed activities for EVS volunteers:**

*Please explain:*

- *what you can offer to volunteers in terms of Service and learning opportunities,*
- *what will be the role of EVS volunteers in the Host Organisation,*
- *the activities in which the volunteers could be involved and the activities the volunteers could create in your organisation. Please give examples of typical activities/tasks for the volunteers.*

The opening times of the kindergarten are: Monday- Thursday: 8 -16 30 and Friday: 8- 15.30. The volunteer will be able to eat lunch with the staff and the children.

We would like the volunteer to be present for about 30 hours per week, additionally, there are regular meeting with the parents and the teachers to plan the activities- this will take up to 2 hours per week.

During the project, the volunteer will never have the sole responsibility over the group of children.

The exact programme of the week is planned by the teachers according to how many children are present in the Kindergarten. As mentioned above, this is flexible, but mostly looks like this: in the mornings, up to 18 children are present, together with two teachers. In the afternoon, 6-8 kids are present, with one teacher. If excursions are planned, at least one parent is present on top of the teachers, in order to support them. The volunteer will be part of the meetings, in order to be informed about the planned activities as well as to discuss his/her ideas and plan them into the programme.

Following activities are a fix part of the programme and vary according to the group size.

- Creative activities like painting, handcraft, drawing etc.
- Sports or movement in general is also part of the programme: there are many parks near the kindergarten and as many times as possible, if the weather allows it, trips to the park are organised. In the park there are many opportunities for games, sports, dance etc. In summer time, trips to the swimming pool are often organised. If the weather does not allow activities outdoors, there is the gym in the Kindergarten, where there are many opportunities for sports and games.
- Themes: Many activities are also organised according to themes and seasons: Christmas, Easter, Autumn etc. But also special themes like: 'the Indians' or 'the Eskimos' are subject of special projects.
- Events: Then there are small events like for example the Summer Party – this is a common activity of all parents and children. It takes place in a member's garden and all members, children and employees are invited. It's a saying "good bye" to the past kindergarten year before the kindergarten closes for its summer holidays.

For the volunteer we would like him/her to give inputs to these activities: for example play a typical game from his/her country when during the outdoor activities, or prepare typical Christmas food during the Christmas preparations, prepare a special project week about his/her country during which the children will learn different aspects of the country: culture, traditions, songs, cooking. We hope that the volunteer can bring some photos, organise a little language course etc. He/she is free to think of anything that could fit in.

In accordance with the teachers, the activities will be planned and implemented. They can help the volunteer prepare it and help him/her to involve the children in the activities.

During the times when there is no special project planned, the volunteer will participate during the regular activities, also in accordance with the teachers. It would also be possible to offer an activity to a smaller group of children, parallel to the programme the teacher is offering.

The volunteer will, just like the staff, parents and teachers also help to keep the rooms clean and will take over cleaning tasks as much as everybody else.

### **Volunteer profiles and recruitment process:**

*Please describe the profiles of volunteers you would like to receive in your organisation. Include information on how you ensure an open and transparent recruitment process as well as the overall accessibility of EVS to all young people. Consider further information about the type of Sending Organisation you want to cooperate with. This information can help the match-making between volunteer candidates, Sending Organisations and your organisation.*

We would like someone who really likes to work with children and cooperates with our kindergarten teachers. Gender does not matter, it would be nice if somebody is creative and has new ideas and would be able to work in a team. It would be of advantage when the volunteer upon arrival has basic knowledge of English, in order to be able to communicate in the team.

**Number of volunteers hosted:**

*Please state the maximum number of volunteers your organisation is able to host at the same time (ensuring all quality, learning, and welfare standards of EVS for each volunteer):*

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**Risk prevention, protection and safety:**

*Please describe:*

- *how you will guarantee a safe living and working environment for the EVS volunteers,*
- *how you will prevent risks and crises,*
- *how – in the case of EVS volunteers aged 16 or 17 – you ensure appropriate supervision, protection and safety.*

The volunteer has a mentor from the parents' group who assists him during his stay in Vienna. The best way of avoiding crisis is communication between them, the mentor will try to help with any occurring problem.

Grenzenlos staff will intervene and provide support and deal with crisis management with both the volunteer and host organisation and will in turn report, if necessary, will liaise with the volunteer's family.

The volunteers will be provided a emergency phone through which, in case of emergency, the staff of Grenzenlos can be reached. Furthermore he/she will receive the contact of the mentor.

The mentor of KG BOKU will be for him or her whenever he /she will need help, so I will prevent possible crises. Furthermore we have a team of teachers who is also very responsible and collegial, so the teachers will also care for a safe working environment.

KG BOKU does not host a volunteer aged under 18.