

CALL FOR VOLUNTEERS

Dear Volunteers,

As maybe you have already known, Útilapu Hálózat has the honour to organize a huge meeting between **14th and 18th of October in Hungary**, the first **Exchange Evaluation Meeting (EEM)** of SCl. It is one of the two most important annual meetings of Service Civil International. We are looking for volunteers for different positions, where you will be able to take part in the preparation and implementation of the event. As this is a very important international meeting, it gives you the opportunity to meet, get to know other SCl people from all over the World. And it is a really interesting event, obviously full of fun. Due to these circumstances we are looking for volunteers who are deeply interested in Service Civil International and highly motivated.

Please find below the different positions you may apply for. If you are interested in one of the positions, please send your **CV and motivation** to utilapu.scihun@gmail.com with **the chosen position in the subject**. (Please, take it into account that we are looking for somebody who is really interested in one of the positions, so maybe that is not the best to send your application for all the positions. ☺)

DEADLINE for APPLICATIONS: **30th August 2009**.

DECISION, and LIST of VOLUNTEERS: 1st September 2009.

POSITIONS:

1.)

1 project assistant

- *You will be the most important help of the project manager. If anything happens to her, you will be the backup and you will have to replace her.*

What do we need:

- **R e l i a b i l i t y ! ! !**
- Be really enthusiastic and highly motivated!
- Good English skills are necessary
- Capable to work under pressure
- Interest in public relations is welcome
- Previous organizer, project management experiences are welcome
- **You must have a lot of time before the project (at least 4-6 hours a day probably during the preparation and you HAVE TO be free during the whole implementation -> 14th – 18th October)!!**

What can we offer:

- Good, energetic team
- Free accommodation and food during the event (14th – 18th October)
- A lot of experiences in the field of project management and event organizing

- Tons of new connections within SCI
 - Interesting colourful tasks
 - 5 unforgettable days in international environment
 - You can even add it to your CV
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2.)

3 Fair Trade volunteers (1 group leader)

- *You will be the responsible for the coffee breaks. It means, two times a day there must be at least two of the 3 members of the FT group, making the coffee and tea for the participants and inform them about our Fair Trade activity if it's needed.*
- **+1 Group Leader: we are looking for a group leader who will be responsible for the products, and the supply. You will have a bit more responsibility, but also more flexibility and this position gives you more experiences in the field of Fair Trade, and the current situation in Budapest.**

What do we need:

- Open, kind person with full of smile
- Capable to handle with a lot of works but only periodically
- Previous Fair Trade knowledge is not necessary but of course if you have, that's even better
- Reliability!

What can we offer:

- If you stay a whole day long at the place of the event, we can offer you lunch and dinner for free
 - All the help you need for the preparation and purchase of products, and about Fair Trade as well.
 - A really dynamic and happy team
 - Flexible working periods
 - You are able to get involved in the SCI life with a bit less work
 - You will be a part of a really big event
 - You will have a special VIP invitation for the farewell party on the last night!
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3.)

3 sightseeing organizers

What do we need:

- You have to guide the participants to the nicest and most interesting places of Budapest, so you have to know Budapest well
- You must be able to work in group, and have good sense of group leading
- Some previous experiences are really welcome
- Good English skills are necessary
- You must be cheerful and patient but also reliable

- *We need an organized sightseeing tour just right after the event (and if it's required maybe before as well. We will see) on the 18th October afternoon*

What can we offer:

- You will meet the participants who are really cool people but you won't need to get involved in the official part of the event
 - You will have the chance to practice your group guiding and group leading skills
 - You will be able to show our beautiful capital to the people
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4.)

3 logistical volunteers

- *You will be a member of the local preparation team and the one who helps the participants with their any kind of problems (it could be help if they lost their luggage, don't find their room, want to print, want to copy, need anything) and also responsible for the smooth running of the event.*

What do we need:

- **R e l i a b i l i t y ! ! !**
- Be really enthusiastic and highly motivated!
- Good English skills are necessary
- Capable to work under pressure
- Capable to deal with monotony but also need to be flexible
- Interest in public relations is welcome
- Previous organizer, project management experiences are welcome
- **You must have time before the project (at least 2-3 hours a day 2-3 times a week probably during the preparation and you HAVE TO be free during the whole implementation -> 14th – 18th October)!!**

What can we offer:

- Good, energetic team
- Free accommodation and food during the event (14th – 18th October)
- A lot of experiences in the field of project management and event organizing
- Tons of new connections within SCI
- Interesting colourful tasks and some stress
- 5 unforgettable days in international environment
- You can even add it to your CV