

## European Solidarity Corps (ESC) with SEEDS Iceland

Role: Digital and Communication Volunteer

SEEDS brings together volunteers from different nationalities and backgrounds, aiming at building up intercultural understanding and encouraging peace while working for an identified need. The multicultural group of long-term volunteers live together and are provided with housing and full board.

**The responsibilities and role** of a digital and communication volunteer are:

- Facilitate communication within SEEDS volunteers using different channels. **Learning goal:** communication in a foreign language.
- Processing emails and giving information regarding our volunteering projects. **Learning goal:** effective communication.
- Update SEEDS website, writing news releases and uploading pictures. **Learning goal:** digital skills.
- Keeping updated SEEDS social media channels, uploading pictures and writing posts. **Learning goal:** creative writing.
- Assisting in preparing the arrival of our short-term volunteers and welcoming the groups. **Learning goal:** leadership.
- Generate participation certificates for volunteers and visa invitation letters. **Learning goal:** sense of citizenship.
- Help camp leaders to coordinate activities and public events. **Learning goal:** organizational skills.

Additional tasks:

- Develop an individual (or group) project of personal interest involving the local community. **Learning goal:** entrepreneurship.
- Organize monthly team building activities. **Learning goal:** teamwork.
- Join SEEDS camp activities, workshops, trips, events and team meetings. **Learning goal:** cultural and environmental awareness.
- Represent SEEDS when interacting with volunteers and partners.

### Special remarks

The volunteer will work a maximum of 35 hours a week in regular office hours. Occasionally, the volunteer might have to welcome a new group participating in a camp on a weekend day and get an extra day-off during the usual working days. Volunteers are entitled to 2 days of holidays per every month of service at SEEDS.

Food shopping will be done according to SEEDS standard shopping list, ensuring that every volunteer has a balanced diet.

Volunteers will stay in a shared flat (with 2-4 people per room) in Reykjavík. The house is located close to the center of Reykjavík and SEEDS headquarters (10-15min walk).

Volunteers are **not allowed** to host guests, friends or relatives at SEEDS houses. The SEEDS houses are for the use of SEEDS' current volunteers, interns/trainees and staff.

The volunteer will be supported by SEEDS volunteer coordinator and mentor.

Main language used throughout the project is English. Good written and spoken level is required. Basic introduction to the Icelandic language will be offered to the volunteers at the beginning of their stay, as optional.

Smoking is not allowed in any of SEEDS accommodations. Use of alcohol should be moderate and be done with consideration and only during free time. The use of any kind of illegal drugs is strictly forbidden.

SEEDS does not accept any kind of discrimination in our workcamps and such cases will be strictly dealt with.

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