



## Holder of the document

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DATE OF BIRTH

09 09 1993

dd mm yyyy

NATIONALITY

Czech

## Sending partner

NAME AND ADDRESS \*

INEX – Sdružení dobrovolných aktivit, z.s.  
Varšavská 30 120 00 Praha 2 Czechia

ELECTRONIC SIGNATURE

SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Jana Koňasová

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TITLE/POSITION

Coordinator of voluntary projects INEX  
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## Host partner

NAME AND ADDRESS \*

Organization of International Volunteer Service 12, Rue de Parme Bruxelles,  
Belgium

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SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Katrien Cheval

TELEPHONE

+ 32 2 415 20 91

TITLE/POSITION

Coordinator of voluntary projects

E-MAIL

oivs@oivs.be

## Title of the voluntary activity:

Intercultural Experience  
at Youth Center 24,  
Bruineveld, Leuven,  
Belgium

### AIM OF THE ACTIVITY

Promoting community development.  
Promoting non-formal education and intercultural learning for  
young people in the local community.

Developing language and communication skills of participants, including intercultural communication.

Promoting creativity, entrepreneurship and understanding the global context.

#### DURATION OF THE MOBILITY

FROM:

13 | 02 | 2016  
dd mm yyyy

TO:

25 | 02 | 2016  
dd mm yyyy

LENGTH OF THE MOBILITY

2 weeks

\* Headings marked with an asterisk are mandatory.

## Skills acquired during the voluntary activity

### ACTIVITIES/TASKS CARRIED OUT \*

- Organizing cultural and educational activities in the local community.
- Coordinating groups of international volunteers on the venue, organizing their free time activities.

### JOB-RELATED SKILLS

- Preparing and realizing educational activities (focusing of the educational activity, choice of interactive methods, flexible work with a group of participants and individual approach, mentoring, evaluation of activities).
- Production of cultural activities (arranging the organization, preparing the program).
- Administration and project management.

### LANGUAGE SKILLS

- Development of communication skills in a foreign language, especially in English (B2 level), development of vocabulary and overcoming scruples about communicating in a foreign language. Development of the skill to adjust the difficulty of the used language so that the listener understands (especially when interacting with the local community).
- Development of the basic vocabulary and grammar in French.

### COMPUTER SKILLS

- Electronic mail, Skype, MS Office – used especially when preparing the participation at a volunteering project “Intercultural experience at Youth Center Leuven, Belgium”.

### ORGANISATIONAL / MANAGERIAL SKILLS

- Cooperation within an international group of volunteers – communication with the group (10 volunteers from 9 different countries of the world), participation at preparing the leisure activities (organizing trips, socializing dinners etc.), participation at engaging the volunteers in works to organize the activities.
- Participating at the organization of the volunteering project – arrangement of the catering and cleaning of the venue, coordination of the transportation of the group, resolving problem situations etc.
- Organization of activities – supporting logistic organization of the activities, participating at preparing the cultural program.

### COMMUNICATION SKILLS

- Intercultural communication and learning about the cultural habits (in the local community, among participants in the group – communication with people from different countries and background).
- Resolving/Mediation of misunderstanding.

### OTHER SKILLS

- Positive and motivated approach towards the work has a favorable impact and motivates the cooperating volunteers as well.

Europass Mobility is a standard European document, which records details of the contents and the results - in terms of skills and competences or of academic achievements - of a period that a person of whatever age, educational level and occupational status has spent for learning purposes.

- Flexibility – ability to adjust the style of communication necessary in different situations.
- Independent and responsible tasks solution.

DATE \*

dd	mm	yyyy

ELECTRONIC SIGNATURE OF THE  
REFERENCE PERSON/MENTOR

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\* Headings marked with an asterisk are mandatory.