



Volunteering team project

Elf Around

2.11-15.12.2023



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Volunteering team project, Kokkola 2.11-15.12.2023

Welcome to Villa Elba!

Elf Around is a volunteering team project that gathers 10 persons from all around Europe to Kokkola 2.11-15.12.2023. (2.11 and 15.12 are traveling days). During the project, volunteers help to prepare Villa Elba's Christmas project. Volunteers will be introduced to the history and secrets of Finnish elves and based on that volunteers help to plan and realize an Elf path for children and families and bring Christmas greetings to them.

Contact information:

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Youth Centre Villa Elba

Villa Elba is a National Youth Centre supported and observed by the Ministry of Education. We are specialised in youth work and our function is to develop the methods used in the field of youth work. We work under the Finnish law covering youth work and by the Ministry of Education.

Our goal is to offer youngsters the possibilities of learning in multicultural environment and finding their own strengths and abilities through international activity.

Our work consists of international camps and programs, education, practical training and voluntary work for young people, information and guidance about international programmes, projects and coordination of volunteering projects.



**EUROPEAN
SOLIDARITY
CORPS**



Profile of participants:

The participants are young people seeking new possibilities to their lives. The volunteers can be unemployed, face educational, economic, social or physical challenges or have low language skills. We wish that the volunteers are interested in working with children and feel confident to act as an elf. There is no need of previous experiences just the interest to try it out and learn more!

We offer the volunteers:

- a chance to live in a new culture
- possibility to do volunteer work for the local community
- a chance for intercultural learning
- a project where you can use your creativity

Volunteers should be prepared for:

- darkness
- coldness
- listening to Christmas music
- changes
- adventure

We expect from volunteers:

- flexibility
- respect
- ability to follow the rules and schedule



Tasks:

After the on-arrival-training volunteers will work on different tasks related to the theme of the project: Elfs and Christmas. The ESC volunteers are working together with the regular staff of Villa Elba.

Volunteers help the staff of Villa Elba with Christmas preparations and organizing Elf path happenings for families and kindergartens and other visitors of the Youth Centre.

Volunteers organize Elf path for local kindergartens in the forest near to Villa Elba. In this project volunteers main task is to guide children, families and other visitors in the Elf path. Volunteers will act as an elf and do different kind of activities with the visitors around the Elf path. In the Elf path children can, for example learn important elf skills, like peaking from windows, elf dance, making presents etc. We hope to find volunteers who are interested in acting and performing and working with children, even without common language. Another big event volunteers will organize and take part in is Elf Path public event, that is open to everyone to visit.

Part of the work is also cleaning and taking out Christmas decorations after the events.





Some volunteers will be in charge of documentation of the whole project and will take part in different events, which other volunteers are organizing. The team can use the media equipment that Villa Elba has and use their own creativity for planning the methods of documentation.



We encourage participants to bring in their own ideas and competences when planning and realizing the content of the different events and activities organized during the project. Planning and preparing the teams tasks will include for example, making elf costumes, making Christmas decorations, planning games for children and planning how to promote intercultural learning.

VIDEOS FROM OUR PREVIOUS YEARS FOR YOUR INSPIRATION:

[HTTPS://WWW.INSTAGRAM.COM/TV/CYTS_Z3OLJI/](https://www.instagram.com/tv/cyts_z3olji/)

UTM_SOURCE=IG_WEB_COPY_LINK

[HTTPS://YOUTU.BE/WQXIWQESXPC](https://youtu.be/wqxiwqesxpc)



Working hours and holidays:

Most of the work tasks include performing as Christmas Elf. The volunteer will work 5 days a week, approximately 35 hours. The working hours are usually from 9-16 including lunch break, but sometimes work times can vary depending on events that we are taking part in. In that case, work can also be in evening time for example from 14.00-20.00 or 7.00-14.00.

Volunteers will have 3 holiday days. (Finland's independency day 6.12 is also a public holiday).

Accommodation and meals:

During the project, the volunteers will live in Youth Centre Villa Elba. The accommodation is in our warm and cozy cottages. Therefore it requires patience and flexibility, as you will share the cottage with other people during the whole project.

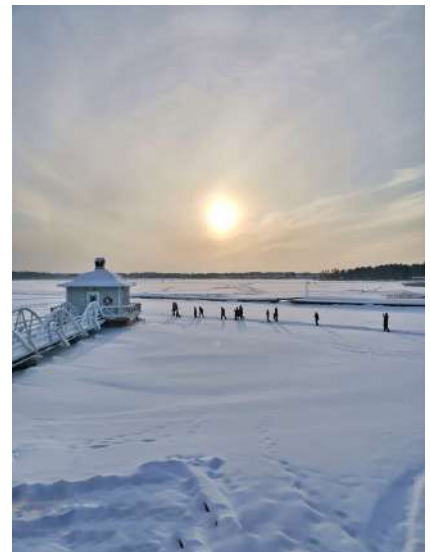
Meals are served in Villa Elba during on arrival training, and during the rest of the project, volunteers will get lunch at Villa Elba on working days but prepare other meals themselves. During the week there is opportunity we go with Villa Elba staff to buy the food for the meals with couple of the volunteers. Villa Elba provides bed sheets and towels.



Orientation day and On-arrival training

First 3 days of the project will be orientation and on-arrival training in Youth Centre Villa Elba. The aim of the training is to get to know the other participants and learn about the volunteering program. We will also tell about the aim of the project, intercultural learning and about volunteer's rights and responsibilities.

Also during on-arrival training you will get to know better other volunteers, think about your goals and motivation for the project, learn about Finnish culture and of course try sauna!

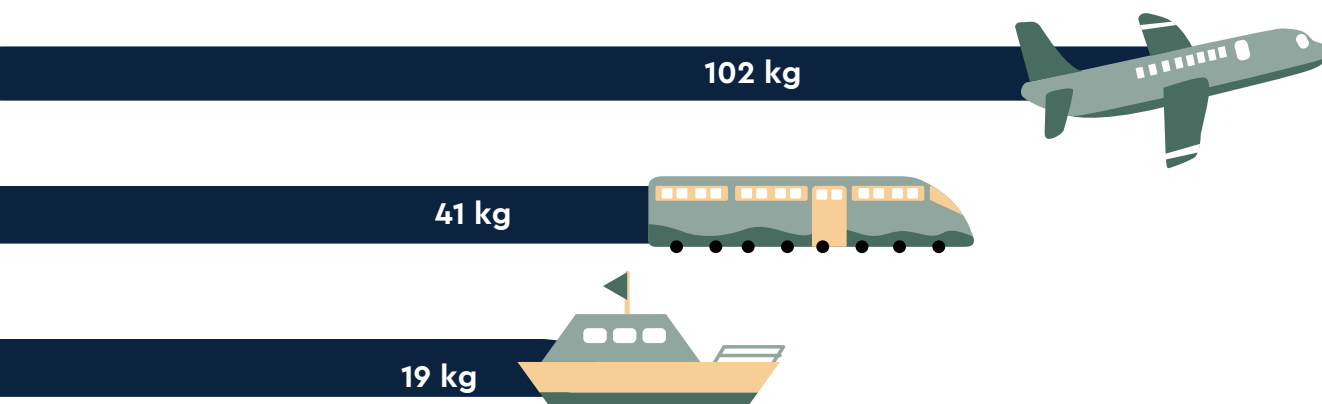


Tips for travelling to Kokkola:

How to get to Kokkola:

We encourage volunteers to use green means of transportation, for example with Interrail ticket (more information: <https://www.interrail.eu/en>), but we understand that it might be difficult for some people. If you have to fly to Helsinki, please remember about sustainability and pay extra fee for CO2 emissions.

CO2 EMISSIONS IN COMPARISON *



TRAVELLING BY TRAIN/FERRY WILL LOWER YOUR CO2 EMISSIONS BY MORE THAN HALF
* PER 1000 KILOMETERS

From Helsinki Airport the most convenient and green way to travel to Kokkola is by train. You can find tickets here: <https://www.vr.fi/en>

! Please note that the student discount on Finnish trains is applicable only if you are studying in Finland or have international student card ISIC

! **We recommend to buy tickets in advance because prices are increasing dramatically closer to departure day**

! **Send your travel itinerary to varvara.kopeina@villaelba.fi for confirmation - only after that you can book your tickets!**

If you are taking train from Helsinki Airport, then on your way there will be one short transfer at Tikkurila station. Please, be very careful and check all the information: train track number etc. in order not to miss the train. There are displays everywhere as well as information via speakers.

Tips for travelling to Kokkola:



What to bring along:

- In November-December weather can be very unpredictable and cold - anything from +5 to -30. Take warm winter clothes with you (waterproof winter jacket, snow pants, winter boots, gloves, scarf, winter hat, wool socks).
- European health card (very important, you will need it if you need to go to health center/hospital!)
- Personal medication and hygiene products
- Swimming suit for sauna
- Something typical from your country to present your culture during international evening (music, songs, dances, something to eat etc.)
- **All your travel documents! If you have your boarding pass online - remember to take a screenshot of it!**

At Villa Elba we will provide you with bedsheets and towels, so don't worry about those :)



Villa Elba project staff:

Work leader:

Is in charge of instructing the volunteers in daily work tasks. Work leader organizes the work and gives instructions on how to do it.



Support persons:

Supports the volunteers during the whole project. Their task is to help volunteers to fulfill their commitments and to support them to manage their everyday life: cooking, cleaning, free-time activities etc. In case of problems, the support persons are available 24/7.



Mentor:

Helps the volunteers to get to know the local community and meets the volunteers regularly to help them to reflect their learning outcomes. Mentor presents free-time activities and helps volunteers to find meaningful things to do in their free time.

Project administration:

Project coordinator deals with administration: applications, final reports and collection of travel documents, organizes practical arrangements like pickups from train station or airport, accommodation and other practicalities.

Office clerk deals with the financial issues: pays the pocket money, and makes payments to sending organisations.

Development Manager has the overall responsibility for the project.



Examples of Christmas songs for volunteers:

Morsgrisar är vi allihopa

Mors - gri - sar ä vi al - li - ho - pa, al - li - ho - pa,
 al - li - ho - pa, mors - gri - sar ä vi al - li - ho - pa, al - li - ho - pa,
 du me', ja' me', å du me', ja' me', å du me'.

We Wish You a Merry Christmas

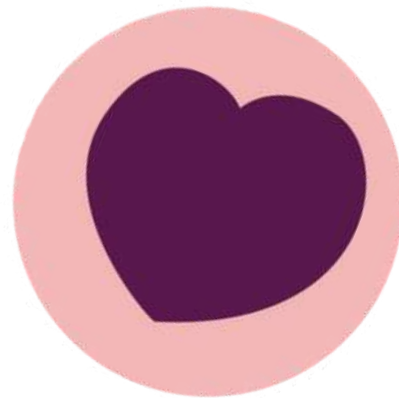
Violin We wish you a Mer - ry Christ - mas; We wish you a Mer - ry
 Vln. Christ - mas; We wish you a Mer - ry Christ - mas and a Hap - py New
 Vln. Year; Good tid - ing we bring to you and your kin; Good tid - ings for
 Vln. Christ - mas and a Hap - py New Year; We wish you a Mer - ry
 Vln. Christ - mas; We wish you a Mer - ry Christ - mas; We wish you a Mer - ry
 Vln. Christ - mas and a Hap - py New Year





Support measures:

Extra support is available for volunteers 24/7 during the whole project. The support persons help with everyday issues (cooking, cleaning, shopping), to get familiar with local community and culture, help in difficult situations and support the volunteers to reflect on their learning outcomes. There will be organized mentoring meetings weekly and volunteers are entitled to take part in the mentoring meetings.



Financial issues:

Travel grants

Travel grants are paid after the project according to the funding rules of Erasmus+: Travel grants depend on the length of the journey and for measurement of the journey we use Erasmus+ distance band calculator: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Villa Elba will arrange pick up volunteers from the airport or train station, costs for transport are deducted from the travel compensation. We try to organize common rides to keep costs as low as possible.

Regular travel:

10 – 99 km	23 €
100 – 499 km	180 €
500 –1999 km	275 €
2000 – 2999 km	360 €
3000 – 3999 km	530 €
4000 – 7999 km	820 €
8000 -> km	1500 €

Green travel:

100 – 499 km	210 €
500 –1999 km	320 €
2000 – 2999 km	410 €
3000 – 3999 km	610 €
4000 – 7999 km	820 €
8000 -> km	1500 €

Payment is done only after volunteer has finished their reporting obligations (the EU Commission report) and after receiving all original travel documents, as well as the invoice from the local transportation. Payment is done within 2 weeks after these conditions are fulfilled.

Pocket money

The pocket money is 6€ / day which will be paid in parts in cash during the project.



Hopefully, this infopack helped you to get to know more about the project. You are about to start an amazing adventure so don't hesitate and participate in everything! We have a very supportive staff, in case you have any kind of questions - you are more than welcome to ask.

See you at Villa Elba!

www.villaelba.fi

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