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на № _____ от « _____ » _____ 20 ____ г.

Volunteer Opportunities at the International Children's Center « Artek »

Volunteers are invited for a one or more sessions. The duration of a session in ICC "Artek" is 21 days.

Types of volunteer positions:

1. Volunteer translator:

- volunteer as an additional counselor who serves as an interpreter. He is always with children;
- volunteer as an additional counselor who performs all the functions of a counselor.

2. School teacher.

- teaches foreign language at school. A volunteer should be a native speaker of a language he teaches;
- teacher who gives lessons on any other subject at school.

3. Teacher of extracurricular activity:

- the teacher of extracurricular activity implements extra-curricular activity programs (e.g.: Roman mosaic, drawing, learning to play guitar, robotics, electronics, horseback riding, etc.).

4. Sports instructor:

- sports instructor carries out sports games and events;
- sports instructor teaches children various sports.

5. Mass media instructor:

- volunteer teaches the main principles of journalism and carries out related projects with children;
- volunteer publishes selected articles in social networks;
- volunteer helps children to create videos in foreign languages.

6. Global communications coordinator:

- volunteer maintains communication among children from different countries who visited ICC "Artek";
- volunteer helps to create a database of foreign children who are participants in Artek sessions;
- volunteer is in charge of organizing events in different countries where Artek children meet.

Requirements for volunteers:

- age from 18 to 30 years;
- volunteer should have the following Language skills: English or Russian (pre-intermediate and above); knowledge of a second foreign language is welcome;
- volunteer should have some experience in oral or written translation;
- volunteer should have experience in working with children.

Personal qualities:

- excellent communication skills;
- stress tolerance;
- initiative;
- big sense of Responsibility;
- responsiveness ;
- organizational skills;
- teamwork skills;
- ability to adapt to change;
- ability to communicate with representatives of different cultures;
- ability to learn quickly;
- hard working.

Required documents:

- background check (a copy of your criminal record or statement that you do not have a criminal record);
- medical forms and lab results (Appendix 1);
- questionnaire; application form;
- copy of your passport;
- copy of a college diploma, or an official letter from a university/college of study;
- copy of a military document DD214 (if applicable);
- scan of a color photo (size 9x14sm);
- scan of the letter of recommendation from the last place of work (or study).

Volunteer's expenses:

- traveling to and from the destination. If the volunteer stays for a period of more than 3 months, then the option of partial or full compensation of travel expenses may be considered;
- visa application;
- medical records.

Obligations of the host party:

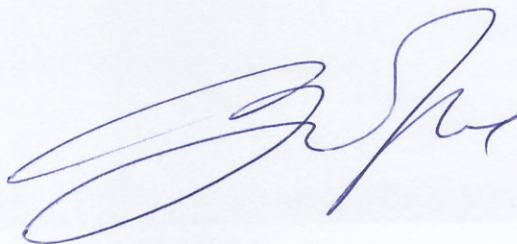
- three meals a day;
- accommodation in guest houses of Artek;
- formal letter of invitation from the ICC "Artek" which is sent to the educational institution;
- invitation for foreign citizens to enter the Russian Federation (invitation for visa);
- conclusion of a volunteer agreement; contract with a volunteer;
- volunteer book provided.

Additionally:

- awarding diplomas, with thank-you-notes sent to the place of study or work;
- provision of Artek's volunteer form for the period of volunteer activity;
- provision of the opportunity to use the office transport of the ICC "Artek".

Deputy director of ICC «Artek»

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