

## FELM VOLUNTEER POSITION

<b>Title / Duration / Visa</b> Diaconal work volunteer/ 3 months/ No visa  <b>FELM tutor: Church work coordinator</b> <b>Partner tutor:</b> Head of the center	<b>Partner / Location</b> Marhaban center, Marseille, France
<b>Objective and duties of Felm Volunteer</b>  Helping in daily work at the Marhaban center.	<b>Short description of the tasks</b>  Volunteer's main tasks would be helping to arrange and facilitate the daily courses at the center. He/she could help with English, French and children courses and help to arrange office work so that main staff members would have more time to concentrate on fund raising and other tasks.
<b>Competence / Qualifications / Language requirements:</b>  Diaconal experience or work with children / French & English	

**Felm**<sup>1859</sup>

**Benefits and commitments:****FELM and partner**

- providing the tasks, materials and instructions for the FELM Volunteer
- advising the applicant with visa-procedures and providing FELM Volunteer visa-invitation letter
- providing a personal tutor and a draft program for the FELM Volunteer period (incl. tutor discussions: starters session, mid-term discussion and evaluation session)
- transportation:
- accommodation
- introducing the FELM Volunteer to FELM's / partners other work at the area

**FELM Helsinki offices**

- partner and objective based needs assessment in recruiting a suitable FELM Volunteer (applicants hold a certificate of FELM's education)
- orientation session
- feedback session

**FELM Volunteer**

- following the FELM Volunteer agreement and it's guidelines
- following the tutors instructions
- taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, visa, travel insurance, local travel not related to FELM Volunteer tasks and spending money)
- commitment to provide feedback
- commitment to take part in parish visits after returning to Finland

Lähde liikkeelle or Lähetyksen esikoulutus –course is a prerequisite for applying to Felm Volunteer tasks.

Full-time students attending the Felm Volunteer program are eligible for trainee status.