

<p>Title / Duration / Visa</p> <p>Assistant, 3 months, tourist visa</p> <p>Felm tutor / Partner tutor:</p> <p>Minna Rikkinen/ Marco Pang</p>	<p>Partner / Location</p> <p>Lutheran Church of Taiwan (ROC), Kaohsiung</p>
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<p>Objective and duties of Volunteer</p> <ol style="list-style-type: none"> 1. To arrange and clear the old Felm office and Lomakoti premises. To help arranging the archives. 2. To assist in communication of LCT ministry to Finland. 3. To promote youth work in LCT congregations and build contact to Finnish youth groups. 	<p>Short description of the tasks</p> <ol style="list-style-type: none"> 1. The former missionaries' Lomakoti is in Henchun. It needs arranging and cleaning up. Former Felm office is in Kaohsiung. It needs to be emptied and old material should be sorted out and destroyed after that. 2. Communication tasks include social media postings, blogs in Felm sites etc. 3. The few youth in the church need contacts to Finland and other fresh ideas to encourage them to take more active role in the church.
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<p>Competence / Qualifications / Language requirements:</p> <p>Some experience of office work, media work or youth work would be useful. English is necessary, Mandarin would be wonderful but not necessary.</p>
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Benefits and commitments: (please do not change or remove the text)

Felm country office

- Providing the tasks, materials and instructions for the Volunteer before volunteer period
- Felm will cover in-country expenses related to the volunteer task, such as work-related travel, sim-card and computer if necessary at work, etc.
- Advising the applicant with visa-procedures and providing Volunteer with visa invitation letter, and cover the costs if Volunteer needs extension of visa
- Providing a personal tutor and a draft program for the Volunteer period (incl. tutor discussions, starters session, mid-term discussion and evaluation session)
- Accommodation (furnished apartment or bedroom with shared kitchen and toilet)
- Introducing the Volunteer to Felm's partners work in the project areas

Felm Helsinki office

- Recruiting a suitable Felm Volunteer
- Providing the tasks, materials and instructions for the Volunteer
- Orientation session
- Feedback session
- Travel insurance
- Criminal records extract for volunteering if tasks include working with children
- Small reimbursement of expenses

Felm Volunteer

- Following the FELM Volunteer agreement and its guidelines
- Following the Code of Conduct and Safety Instructions of LWF and tutor's instructions in destination
- Purchasing his/her own travel tickets from Finland to the country of placement and visa
- Obtaining a health certificate before departure
- Taking care of all personal expenses and arrangements other than mentioned above (Volunteers are responsible for their own international airfare, first visa, baggage insurance, not work related travel, food, laundry and other personal expenses)
- Commitment to provide feedback
- Commitment to take part in parish visits after returning to Finland (organizing by Felm)

Lähde liikkeelle –course is a prerequisite for applying to Felm Volunteer tasks.
Full-time students attending the Felm Volunteer program are eligible for trainee status.