



In the 'Make a Step' workshop there are various jobs that have to be done. Depending on the responsibility, the 'Make a Step'-team has different expectations from the volunteers who would like to work with us.

During the workshop there are several activities to be led. That is going from very active and fun games, towards silent and sensitive activities, for what you need the right feeling and tact. With you as a volunteer, we negotiate what would be the right place for you.

Before and after the workshop, we also expect you to help in preparations, set up the room and equipment, assist during the workshop with what has to be done and clean up the room afterwards. This all depends on the cooperation with the team and what you can and want to provide and the need we have.

Each workshop we need about 5 volunteers. We provide you a very nice work atmosphere and a nice team, a lot of fun and a wonderful experience. You will be with us, we guide you and you can always ask any question and we are here for them as well. If there is any need regarding the job you have to do, linked to 'Make a Step', we try to do our very best to support! We want to give you a wonderful opportunity to grow and feel valued!

The duration of the workshop is approximately 2 hours and 15 minutes. *From all volunteers, without exception, we expect them to maintain confidentiality about what happens during the workshop with the participants.*

1. For the volunteer who is there for translation, it is important that the minimum level of English as a second language is average. He/she should be able to translate from English into the local language and also the other way around. It is important to understand the message and also translate the expression of the leader who is talking/leading. During the workshop, he/she is only involved in translation between the leaders and the participants. He/she has no direct responsibility to lead any activity or to observe any need of the participants, besides translation. One of the leaders will sit with him/her in advance and take time to go through all the details in order to translate the message properly and receive instructions. An appointment will be agreed together.



2. For volunteers who are helping to set up the room in advance, we expect them to be present at the location about one hour before the actual workshop starts. This time will be agreed together.
3. For the volunteers who will participate in the workshop, we expect them to be present about 30 minutes before the workshop starts, if they have experience in the workshop. If they are not experienced, they should be present also one hour before the actual start of the workshop so we can do a briefing first.

For everyone it will be necessary to follow a training before participating in the workshop as a volunteer.

4. From the volunteers who are participating in the workshop, we expect them to participate in the whole workshop from the beginning to the end. It is not possible to participate just a part of it, because of the set up of the workshop. During the workshop they will help with a few practical things, which can be sharing worksheets, moving chairs, and supporting the team with practical stuff. If for example, there is someone who knows how to manage a soundsystem, he/she can help with that. If the volunteers are older than most participants, they might be able to help in different responsibilities and join the evaluation after the workshop. This will be discussed with them in advance. And we need some volunteers to help clean the room after the workshop is finished.
5. Important is that we expect volunteers to be mixed with the participants during the workshop and level with them. This means they also do what the participants are doing and motivate them to be really part of the activities. Through the volunteers, the participants might feel encouraged to give more and be more involved.