

# Placement Officer

## 2022



## Information Sheet

General Information

# PLACEMENT OFFICER FOR INCOMING VOLUNTEERS

## MID-TERM-VOLUNTEER PLACEMENT DESCRIPTION

**Placement in the field:** Art, Environmental & Renovation Work / Group Management.

**Duration:** up to 6 months (minimum 3 months/ 12 weeks)

### WORK

You will work as a team under the supervision of the Project Manager of the organization. Your main role will be as a Placement Officer. Serving as the main point of contact your activities include, but are not limited to;

- Communicating with international partner organizations.
- Preparing and distributing documents concerning the placement procedure.
- Dealing with applications of foreign volunteers applying for placements.
- Initiating and looking after visa proceedings for participants.
- Maintaining the organization's databases on projects/bookings/information brochures/training/information sheets.
- Answering any incoming requests of participants and international partners.
- Collecting and controlling all payments regarding Participation Fee, Excursion, Minibus, and hostel.
- Any other administrative tasks on the request of the office and marketing manager.
- Manage social media.

In Addition, sometimes take part as a **Camp Leader**; depending on the organization's needs. You will travel around Iceland, as our houses are located in various sites across the island. We're all about flexibility: we expect you to adapt to changes quickly and we encourage you to try new things.

Working hours may vary depending on the workcamps and the organization's needs. However, you will have 2

days off per week. And will be able to discover Iceland's unique sites.

At the same time, leaders will receive guidance in how to plan, organize and lead the projects, including topics as Group management, Conflict resolution, bookkeeping, Project development, Leadership roles, Intercultural Cooperation, Motivation, etc. They will also receive practical information about Planning a project, Spare time Activities, First aid, etc.

### SALARY PER MONTH

Pocket money: €100 per month.

### SUPPORT FROM THE ORGANIZATION

Accommodation	Yes
Food	Yes
Local Travels	Yes*
Int. Travels	No
Insurance	No**

\*You will have the opportunity to travel all around Iceland free of charge with the scheduled minibus trips organized. Please note that travels during your free time are not paid for.

\*\*Not provided. You need Medical Insurance for your stay in Iceland.

### REQUIREMENTS

**Desired Profile:** 22 years old +. MS Office (Word, Excel, PowerPoint, Outlook), Google Drive (Docs, Sheets, Forms, Slides), Spreadsheets (Excel, Google Sheets), Writing (WordPress, journalism, technical writing). Social Media.

**Linguistic skills:** A Intermediate to Upper-Intermediate level of English is required. Other languages are seen as an advantage.

**Skills and competencies:** Our leaders have to be Positive and Highly Motivated. Self-initiative and Organizational skills are a must. Time-management skills and ability to work under time pressure during high peaks of the season.

**Documents to be submitted:** CV. Recommendations Letters. Motivation Letter. Passport or ID.

## GENERAL INFO

### ACCOMMODATION AND FOOD

Participants will be staying in the houses of hosting organization. Leaders will share a double and quadruple room. The houses are fully equipped with several dormitories each. Each house has fully equipped kitchens, several bathrooms, common areas, workshop rooms, and galleries. Volunteers need to bring their own sleeping bags, but beds and sheets are provided. Wireless internet access is provided free of charge.

Food is included for the duration of your stay; however, everyone is expected to do their fair share of the cooking and cleaning. Since it is always nice to try new and different dishes, volunteers are encouraged to bring along their favorite recipes from home! We encourage our volunteers to try vegan and vegetarian food during their stay with us.

We provide a well-balanced and healthy variety of food products that includes a wide variety of whole grains, seasonal fruits & vegetables, pantry staples, dairy products, vegetarian/vegan options. We try to reduce our carbon footprint on the planet by cutting down our meat intake and we usually encourage volunteers to try more sustainable dishes.

We do not provide soft drinks, alcohol, or candies. However, we will provide the ingredients for you to bake delicious snacks! As we bake our own bread feel free to bring any golden crust recipes from home!

Please let us know if you have any food allergies or special dietary needs in advance.

### GETTING AROUND

If the camp requires to be somewhere, for work purposes, it will only be drive-by hosting organization Staff.

The cars at the house are not meant to be used to drive around. They are in the house for work, previously planned excursions discussed with hosting organization staff, and in case of emergencies.

Note: the cars are not meant to be used for personal reasons.

### Location of Workcamps

Workcamp
Stöðvarfjörður
Brú
Hveragerði
Farm

### TIME OFF

We will also make sure you have time off, we all need to recharge our batteries and at some point, it can get overwhelmed.

During your free days, you can stay at our accommodations or travel around. Keep in mind that food is not provided or paid for while you are traveling during your free time.

We will pay for all domestic travel expenses related to workcamps. This includes transportation from your project base to the camp and from the camp back to your project. In most cases, you will take the minibus together with workcamp participants. All other travel expenses, such as

coming to Reykjavík on the weekends, will be covered by yourself and not the organization.

## LEISURE

Weekends are free, however, you will still need to be



around. Try to plan activities with the volunteers. Usually, the excursions take place during the weekends. Excursions include unique Icelandic sights, such as waterfalls, volcanic and geothermal areas, glaciers, lava forests, hot springs, rhyolite mountain ranges, steam vents, or even icebergs.

The areas around the houses are also great for hiking. If volunteers want to go for a hike, make sure one of the camp leaders joins them. Remind the volunteers to share their plans in advance.

Plan ahead, share your travel plans, stay on the trail, properly dispose of waste, leave areas as you found them, and do not approach or feed wildlife. **Don't go for high and steep mountains without a professional guide.**

Hiking in Iceland is as safe as anywhere else on the planet. However, that doesn't diminish how necessary it's to be aware of potential dangers while exploring the wilderness.

Do not attempt to go hiking in undesirable conditions; doing so will put you at serious risk, potentially forcing emergency services into a rescue that could have been avoided.

## ON ARRIVAL TRAINING

Leaders will receive guidance in how to plan, organize and lead the projects, including topics as group management, conflict resolution, bookkeeping, development, leadership roles, intercultural cooperation, motivation, etc. They will also receive practical information about planning a project, spare time activities, first aid, etc.

## ICELANDIC WEATHER

All of our trips and outdoor activities are dependent on weather and general conditions. Please keep in mind that Iceland is and will always be Iceland. The weather changes fast on our northern island and with it, conditions change, therefore we have to be flexible.

## AIRPORT

Intl. Airport: Keflavík (KEF), Reykjavík.  
Flights arrive at Keflavik International Airport (KEF), just south of Reykjavik.

## AROUND REYKJAVIK

You can pay for the bus by using the app on your smartphone (Strætó), which connects to your card, or by paying cash on the bus. Now, keep in mind that you need to pay the exact amount because the driver won't give out change.

## INSURANCE

Hosting organization provides a third-party liability during the duration of the camp. We do not provide volunteers with medical insurance.

We strongly advise buying additional insurance for the duration of your stay in Iceland. If you decide to do that, please make sure to bring along your insurance card, as well as all relevant phone numbers. It is always a good idea to leave a copy of the insurance details and phone numbers at home.

Moreover, please bring your European Health Insurance Card (EHIC) with you, as this will entitle you to healthcare services in Iceland.

## ABOUT ICELAND

Iceland is widely known as 'The Land of Fire and Ice' and the extreme contrasts in Icelandic nature are a huge part of the appeal...

**Electricity:** Iceland uses 240V, 50Hz AC electricity. Plugs have round pins with either two or three prongs; electrical appliances fitted with overseas plugs need an adaptor.

**Mobile:** If you need to use your mobile phone in Iceland, please ask your service provider, if they offer phone coverage in Iceland, and request to be upgraded to international roaming, if possible. You might also consider buying an Icelandic SIM-card, if your service provider does not offer coverage in Iceland.

## SWIMMING POOLS

When preparing for your trip to Iceland there is one item you are going to want to be sure to pack. Your bathing suits! A visit to one of the geothermal pools in Iceland is an activity you won't want to miss.

Part of the culture since the earliest settlements, the pools in Iceland are more than a place to go for a swim. They are a part of life for Icelanders of all ages. No matter the time of year, or how small or remote the town is, you can almost guarantee you will find a local pool to enjoy. A visit to the swimming pools is a great way to experience the local culture.



Before entering the pool or hot tubs in Iceland, it's important that you shower without clothes and wash thoroughly with soap. If you don't want to shower naked, you may wear your swimsuit in the shower but then you may not enter the pool or the hot tub!

Swimwear must be clean. If you have been swimming in the sea wearing your swimsuit, you may not enter the pool wearing it without washing it first.

Cameras and cell phones are not allowed in the dressing or the pool area. So don't take them with you or leave them in your bag when entering the changing rooms.



## BANKS & EXCHANGE

Iceland has three banks – Íslandsbanki, Landsbanki Íslands and Arion Banki. Normally, banking hours are from Monday to Friday from 9:15 a.m. to 4 p.m., although some locations in Reykjavík have longer hours. Branches can be found all around the country, even in many single-street villages. Most locations have an ATM, often located in a weatherproof lobby that can be accessed outside of normal banking hours.

Credit cards are widely used in Iceland for just about everything (even for buying hot dogs!). MasterCard and Visa are major brands, valid not only for shopping but also for cash advances over the counter in all banks and a few of the larger post offices. In order to rent a car or fill up a tank at most gas stations outside Reykjavík, you will need a credit card.

All banks have similar commissions for foreign exchange transactions. Outside banking hours, you can also try major hotels or The Change Group, which has three branches in Reykjavík and one in Akureyri – rates, however, are poor and commissions high in both cases.

Travelers' cheques can be purchased prior to travel through banks and travel agents. This is the safest way to carry your funds around. They can be cashed in at all Icelandic banks and many hotels and replaced if lost or stolen – just keep a list of the serial numbers separate from the cheques.

## TRAVELING & TRANSPORT

The small area of Iceland makes traveling easy, at least during warmer months. You can either take a flight or catch a bus from Reykjavík to all major centers of the island. In summer, there are even scheduled buses that drive through the highland interiors. It is also easy to rent a car in, order to see parts of Iceland that buses don't cover.

Whether you're planning on taking a bus trip around the country, hiring a car or hitchhiking, you'll probably spend a

good deal of time on Route 1, called Hringvegur (the Ringroad). It largely follows the coast in a 1,500 km circuit around the country via Reykjavík, Akureyri and Egilsstaðir. Most of the Ringroad is paved. However, while areas around towns might be paved, most Icelandic roads are gravel roads. Some of these are perfectly decent, although bumpy, while many others – such as roads through the interior – are only navigable in high-clearance 4-wheel-drive vehicles.

Please note that the interior roads are open only between June and August: the exact opening and closing dates of roads, or whether some open at all, depend largely on the weather. You can check the current road conditions anywhere in Iceland by logging on to [www.vegag.is](http://www.vegag.is), a regularly updated website in English and Icelandic that shows maps of the country with color-coded roads according to their current status.

## CAR RENTALS

The most popular way to get around in Iceland is by car, there are no trains in Iceland so the other options are buses, flights, taxis, or private drivers. The main road in Iceland is called Hringvegurinn or the Ring Road and lies along the coast around the island, except for the Westfjords.

We do not recommend renting a car, we offer many excursions that take you all around the island. Driving in Iceland is quite atypical due to extreme weather conditions. The Road Traffic Directorate of Iceland prepared a video on How to Drive in Iceland and we recommend [watching it](#).



## FLIGHTS

Iceland's international airport is Keflavik (KEF), located 45 minutes south of Reykjavik by bus. Several airlines operate out of Keflavik, including the national carrier IcelandAir. Information on other airlines can be found at [www.isavia.is/en/keflavik-airport/flight-schedule/airlines](http://www.isavia.is/en/keflavik-airport/flight-schedule/airlines)

The main domestic carrier is Flugfélag Íslands, that flies all year round almost daily from Reykjavík to Vestmannaeyjar, Ísafjörður, Akureyri, Egilsstaðir and Höfn (Hornafjörður).

Other airlines operating flights from Reykjavík and Akureyri concentrate on connections to more remote settlements in the northwest and northeast of Iceland. Íslandsflug is the largest of these operators, even offering combined air-and-land tours for the duration of 1 or more days from Reykjavík to various popular spots: Húsavík for whale watching, Mývatn for the lake and nearby hotspots and Vestmannaeyjar for puffins and more volcanoes.

Booking flights in Iceland is easy. However, please note that bad weather conditions may result in cancellations on short

notice. It is also recommended to book ahead for summer weekends and holidays, as seats fill up quickly.



## BUSES

Buses are the most convenient way to cover a large part of Iceland. Iceland's umbrella organization of long-distance bus lines, BSÍ ([www.bsi.is](http://www.bsi.is)), based at the bus station in Reykjavík, publishes a comprehensive timetable of scheduled departures and tours run by various companies. Between May and October, scheduled services cover the entire Ringroad and many other routes, with regular tours tackling interior destinations once the roads open between June and August.

Taking these bus trips is sometimes the only way to see many remote places unless you have considerable off-road driving experience and the right vehicle. On the downside, traveling by bus can be expensive, considering the relatively small distances involved.



## PUBLIC TRANSPORTATION

The public buses in Iceland are called Strætó and you will recognize them by the yellow color. If you are staying in Reykjavík you can buy a 1-3 day city pass. Strætó also travels to the main places around the country and you can check out their schedule at <https://www.straeto.is/en>

You can pay by using the app on your smartphone (Strætó), which connects to your card, or by paying cash on the bus. Now, keep in mind that you need to pay the exact amount because the driver won't give out change.

## EMERGENCIES

Iceland provides first-rate healthcare and emergency services. There are hospitals or healthcare in every major town in Iceland as well as pharmacies, called Apótek in Icelandic.

Just in case you need assistance during your stay in Iceland it's a good idea to make note of the Icelandic emergency number is 112 (police, fire and ambulance)

Remember the most important thing is to use common sense, follow safety warnings, remember the emergency number 112 and enjoy your stay in Iceland!

Please send further questions and applications to [mobility@involved.ee](mailto:mobility@involved.ee)

Thank you!

INVOLVED NGO  
[www.involved.ee](http://www.involved.ee)