



Erasmus+

ERASMUS TRAINEESHIP in Italy under Erasmus+ Programme

| EMPLOYER INFORMATION | |
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| Name of organisation | Associazione Culturale Libellula |
| Address inc post code | Via Torre Belfredo 45, 30174 Ve-Mestre (ITALY) |
| Telephone | 39 3495584600 |
| Fax | - |
| E-mail | libellulalingue@gmail.com |
| Website | www.libellulalingue.com |
| Number of employees | 3 |
| Short description of the company | We're a cultural association based in Mestre, offering language courses and Italian for foreigners, to students of all ages and levels. |
| CONTACT DETAILS | |
| Contact person for this placement | Luna Checchini |
| Department and designation, job title | Administrative and accounting assistant, English and Italian teacher |
| Direct telephone number | 39 3495584600 |
| E-mail address | finartemis.lc@gmail.com |
| APPLICATION PROCEDURE | |
| Who to apply to (including contact details) | Erasmus+ applications – C.a. Luna Checchini: libellulalingue@gmail.com |
| Deadline for applications | Aug. 30 th , 2015 |
| Application process | After evaluating candidates' resumes, we'll schedule a Skype interview and then communicate the chosen candidates at least 3 months before the beginning of the traineeship. |
| Please provide as much information on the placement as possible – too much information is better than not enough! | |
| TRAINEESHIP INFORMATION | |
| Department, Function | Depending on the period, departments and functions may vary among these: -Reception: receptionist -Commercial: promotion and flyers distribution -Language courses: teacher -Summer camps: teacher and activity leader |
| Location | Mestre (our main location), or Santa Maria di Sala (hinterland), depending on the period and the active courses. Full details will be provided during the application process, so that every trainee can decide whether the offer suits them or not. |
| Start Date | Jan. 10 th / Mar. 10 th / May 25 th / Sep. 1 st |
| Duration | 3 months |
| Working hours per week | 25 |
| Description of activities,tasks | The trainee will be required to learn about the different services provided by the Association, including courses, language labs, summer camps etc. in order to give information to people entering the office during the day – for this task, an intermediate |

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| | <p>level of Italian (B1) is required. If there's the chance, the trainee will also be invited to teach one-to-one classes or summer camps, although s/he will always be able to refer to their supervisor for help with preparation of teaching materials and lesson plans. Classes and camps may be held in Mestre or in the hinterland, and tasks will be assigned depending on the trainee's availability and on transportation.</p> <p>During the morning, the trainee may also be required to help the staff promoting the services, by means of social network promotion or physical distribution of flyers in town.</p> |
| Accommodation | We'll help looking for a room or accommodation, but won't be able to provide one ourselves. |
| Details of financial and "in kind" support to be provided | Reception and promotion tasks are not paid. We'll pay 15€/hour for teaching, if teaching is required depending on the period, and 180€/28-hour-week for summer camps. We'll also provide 2 hours of private Italian tutoring per week, with our professional native speaking teachers. |
| Other | We'll be able to help the trainee look for "tandem" language exchanges with local students. |
| COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS | |
| Languages and level of competence required | Italian – B1 minimum. Fluent or native speaker of at least another language provided by the Association: English, French, Spanish, German, Russian, Arabic, Chinese, Japanese, Portuguese, Serbian. |
| Computer skills and level of skills required | Familiar with Google Drive and other Google apps (Calendar, Gmail); familiar with social networks such as Facebook and LinkedIn, preferably able to manage pages too. |
| Drivers license | B (Italian car license), not indispensable but a plus. |
| Other | Teaching and/or summer camps experience a plus. |