

## **Rules and Guidelines for volunteers**

### **1. Daily schedule**

#### **A. Working hours, Monday to Friday**

7.15h Waking up and personal care for the residents  
8.00h Breakfast  
9.00-12.00h Workshop (break at 10.30-10.50h in the workshops)  
12.30h Lunch  
13.30-16.30h Quiet time in the houses

16:30 Waking up residents (Wednesdays at 17.00h after the staff meeting)  
16.45h Coffee / Gliko "sweet"  
17.00h Afternoon activities  
19.30h Dinner  
21.00h Evening circle in the houses and bedtime  
21.30h Quiet time in the houses  
23:00h Quiet time

#### **B. Saturday and Sunday**

8.30h Waking up and personal care for residents  
9.15h Breakfast then morning activities  
12.30h Lunch  
14.00-16.30h Quiet time

17.00h Coffee / "Gliko, sweet"  
Daily activities like during the week.  
19:30 Dinner  
21:00h Evening circle in the houses and bedtime  
21:30h Quiet time in the houses

- **Please do not have your mobile phone the hours you are with the residents or during meetings.**
- **Don't leave coffee unattended around.**

## **2. Use of cars**

Estia cars may only be driven by permanent Estia staff, or volunteer that has been her long enough (driving policy).

If you need a ride anywhere you may arrange/inform/ask a staff member.

Private cars should be parked in the assigned areas: the parking lot at the entrance of Estia grounds or behind the 4<sup>th</sup> house.

## **3. Free-time arrangements**

### **Within ESTIA:**

Between 14:00h and 16:30 is quiet time. Most of the residents, volunteers and staff might be taking a nap. **PLEASE RESPECT THIS AND HAVE IN MIND THAT EVEN SITTING OUTSIDE AND HAVING A NORMAL TALK CAN BE DISTURBING FOR OTHERS.**

After 23:00h in the evening until 07:00h in the morning it is the same.

If you want to gather with others please use the available spaces/rooms:

Indoors: Kafention, Volunteers room and big/new workshops

Outdoors: Workshop/garden area

### **DRUGS ARE FORBIDDEN!!!!!!**

The consumption of such substances can lead to an immediate departure from Estia.

### **SMOKING:**

It is not allowed to smoke inside any of the buildings.

Don't leave your tobacco/cigarettes unattended around. As a smoker you are asked to use and clean the ashtrays!!!!

Flowerpots are NOT ashtrays!

### **ALCOHOL:**

The responsible consumption of alcohol in Estia is allowed but it should not affect your work.

Alcohol should not be consumed during working hours.  
As well alcohol should be out of the reach for the residents at any time.

**PETS:**

Pets are not welcome.

**Within Galaxidi:**

Galaxidi, and its surroundings (Itea, Amfissa), is a very small town and so far Estia Agios Nikolaos has managed to have a good reputation. We want to keep it like this. Therefore whenever you are in public we expect you to be polite.

If you experience any problems with the locals, please tell your house responsible, who will then help you in any way they can.

Remember the use of drugs in Greece is illegal

## **4. Lessons**

From September till June Greek lessons are provided either in a group or alone. They are mandatory until you reach a basic level that allows you to communicate with our residents.

For EVS volunteers 50h of Greek lesson.

## **5. Days off**

Two consecutive days off a week which are fixed. You cannot save your days off for following weeks.

## **6. Holidays**

- **Short term volunteers up to 2 month:**  
They are entitled to just take their weekly days off.
- **Short term volunteers from 3 to 6 month:**  
Volunteers staying for 3-6 months they will have 2 days vacation per month.
  
- **Long term volunteers 6-12 months**  
Each volunteer has 2 vacation days per month, that's 24 holidays per

year. For example: A volunteer being here 8 months is entitled to take 16 vacation days.

Volunteers are asked to split the vacation days through their period in Estia, so that in the end of their volunteering period they do not take more than 2 weeks of holiday.

If you are a EVS volunteer you are entitled to get 10 Euro per day food money while you are on vacations. Arrange with your house responsible.

For each National holiday volunteers get a day off to **be used within the month** of the holiday, **if not used that month you will lose it.**

Volunteers MUST take 1/2 of their vacation days during the first half of their stay.

*National Holidays in Greece:*

*1. January New Year's Day, 6. January Epiphany, Clean Monday, 25. March Independence Day, Good Friday, Easter Monday, 1. May Labour Day, Pentecost Monday, 15. August Assumption Day, 28. October "Ochi" Day, 25. and 26. December Christmas*

## **7. Visits**

Visits are welcome whenever there is room (visitors room) available to host them.

There is a limited number of visitors that Estia can host at a time. So make sure that you announce it ahead of time (Thursday in the volunteers meeting)

For the stay in the Estia we charge a fee of 5 € per person and night.

## **8. Photos and Media**

We would be pleased if you make Estia well known to other people interested in our community and tell them of the life in Estia. For privacy reasons and to protect the privacy rights of all inhabitants of the Estia, it is not allowed to publish photos on the Internet (Facebook...) or somewhere else. For this the approval of the staff meeting is necessary.

**For questions, suggestions, reviews, or any worries, etc, the staff are always available. The main meeting is on Thursday at 14.00 o'clock, which is mandatory for all volunteers.**

Michalis Manias  
Loa Palmarsdottir  
Kalomoira Palaska  
Anna Tsompani  
Pavlos Kougoumtsidis  
Stefania Zomenou  
Clara Fackler  
Maren Juelke  
Nitsakos Konstantinos  
Lia Bartsota

It is possible that there will be changes to these rules, but any changes to these rules will be decided in the staff meeting.