



# **Mediterranean Association for Soil Health**

## **VOLUNTEER HANDBOOK**



Join MedASH and the organic farmers of Crete to cultivate, produce, cook and preserve food in the traditional ways.

Dear Volunteer,

Welcome!

Thank you for choosing the Mediterranean Association for Soil Health (MedASH) for your volunteer experience. This manual will give you an overview of MedASH and its volunteer program. Please feel free at any time to approach the Program Director with questions or concerns. Volunteers are an essential part of our organization and we want to take this opportunity to welcome you to our team! We hope your experience will be positive and rewarding!

-Staff and Board of MedASH

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***Please read this handbook.  
This document is yours to keep.***

## The Mediterranean Association for Soil Health

The ***Mediterranean Association for Soil Health*** (MedASH) is a non-profit organisation based in Crete, Greece. MedASH was founded in order to assist farmers, professionals, and consumers to realize that soil health is as important for the survival of humans as the quality of air and water. It's aim is to help farmers produce healthy crops on healthy soils and to inform the public about the idea that healthy food can be produced in healthy soil without the use of synthetic chemicals.

### ***Our Mission***

MedASH works to create healthy agricultural soils to preserve the cultural heritage of indigenous people and invigorate healthful communities. In doing so, we seek to inform and provide a vehicle with which citizens can express their concerns about food, its production methods and its importance for their health, the health of their communities and the environment.

### ***Our Vision***

We are firmly convinced that *food communities*, founded on sentiment, fellowship and the rejection of egoism, have a strategic importance in designing a new society based on fair trade.

Food communities are sources of ancient and modern wisdom. They are an important and strategic factor in human nutrition, in the delicate balance between nature and culture that underpins our very existence. Food communities bind together the destinies of women and men pledged to defending their own traditions, cultures and crops.

These food communities, created from the binding of individuals in common goals of food production, preservation and cooking, are language, identity, and a primary need of all humankind. MedASH sees the necessity of spreading and sharing the wisdom of these food communities to the proper development of a new fair trade society, where nature and culture travel arm in arm, assisting each other reciprocally.

### ***Our Goals***

Using the foundations of organic agriculture as the primary example of how to maintain and renew soil productivity, MedASH educates farmers to apply the basic principals of organic agriculture; professionals and researchers to create regional groups of soil health experts who will promote sustainable agriculture and farm management; professionals in the tourism industry to link their business with organic food producers to encourage the protection of soil, water and air (the resources that tourism depends on); and educators to set up class activities that promote the understanding of the idea that healthy soils mean healthy communities. The members of Medash have many years of experience (15-35 years) from a wide range of disciplines: farmers, agronomists, soil scientists, researchers, doctors, nutritionists, school teachers, professors, sociologists, ethnologists, biologists, and lawyers all play roles in the organization.

MedASH, P.O. Box 7718, Adele, 74100, Rethymnon, Crete, Greece  
 Tel: +30-6947-275821, +30-28310-71919, Fax: +30-28310-71919  
[www.edaphon.com](http://www.edaphon.com), e-mail: [info@edaphon.com](mailto:info@edaphon.com)

## ***Our Projects***

- **Education:**

- Of Consumers. This is achieved through:
  - Crete's Culinary Sanctuaries – Week or 10 day tours in Crete that focus on nutrition, culture and organic food. Visits to demonstration sites where the public can learn more about the details of growing and processing high quality foods. More details at [www.cookingincrete.com](http://www.cookingincrete.com)
  - Documentaries
  - Publications
  - Exhibitions
  - Website information
- At Schools
  - Mini Organic Farmers School Programme: "Future" producers and consumers learn the tasks necessary to organically produce and create tasteful nutritious meals. MedASH, in co-operation with schools in Crete, teaches children ages 6-18 to cultivate the soil and produce their own organic vegetables during the school year. At the end of the school season (April-June) the children organize local fiestas with food prepared from their organic vegetables
- Of Kids
  - Using Rodale Institute's Kid's Re-generation Resource Network Educational Programs MedASH will provide a similar resource for kids in Greek (2006, under development).
- Of Teachers
  - In co-operation with the regional offices of Environmental Education of the Greek Ministry of Education, MedASH's experts educate teachers on how they can set up class activities that promote the understanding of the idea that healthy soils mean healthy communities.
- Of Farmers
  - Develop inexpensive and effective composting techniques for Greek farmers to rejuvenate soils; train farmers with these techniques;
  - Develop experimental farms on Crete for fresh vegetable and fruit production and for animal husbandry, in co-operation with individual farmer or a farmers' group. Organic agriculture is demonstrated as a practice.
  - Encourage farmers to communicate traditional and innovative technical information within the agricultural community (other farmers, technicians, researchers).
  - Website: (2006) Greek farmers can access technical information about organic farming through MedASH website (in Greek language).

- **Policy Action**

- Voice of the Farmers: Encourages, through political and legal actions, the enlargement of institutional and governmental programs and funding that support agricultural production with methods that improve soil health and productivity.

***Our Projects (cont'd)***

- **Extension: Training the Trainers**

- Professional Education
  - Training Tourists and the Tourism Industry: Tourism Supported Organic Agriculture. By building awareness that organic agriculture can be an excellent tool for the protection of soil, water and air, we are helping to preserve the environment that is the very attraction for tourists. MedASH sets up groups of organic farmers to produce food for local hotels. This program builds a relationship that benefits farmers, the hotels, and the tourists: the farmers receive a steady market and fair price for their produce, hotels can advertise they offer organic food, and hotel guests get exquisite cuisine.
- Creating Opportunity for Exchange
  - Organic Agri-Cultural Exchange: A volunteer exchange program where interested individuals will work side by side in an apprentice relationship with organic farmers. Individuals will become familiar with the techniques and culture of agriculture in Greece, specifically in Crete, while they provide expertise and labor to the farmers in exchange.
  - Creates bridges of communication and coordinates efforts between teams of professionals that deal with the "chain of health ", who may not be coordinating efforts on their own: doctors, agronomists, geotechnical scientists, nutritionists, farmers, and tradesmen are all targeted.
  - Coordinates governmental and non governmental institutions and institutions for the education of farmers, agronomists and geotechnical, teachers, and other teams on issues with regard to the health of soils, foods and the ways that these are related with the people's health.
  - (2005) Greek farmers exchange experiences though the MedASH website.
- Linking Farm to Market: Introduces farmers with high quality products on Crete to potential importers and buyers in other European countries.

## ***Our Operating Principles***

MedASH speaks on behalf of soil agroecosystems and the life that dwells there. We do this by encouraging understanding of the status and dynamics of soil agroecosystems, of the principles and applications of organic agricultural methods, including those factors that pose threats. We believe that a well-informed and articulate citizenry is essential to the consideration of soil health and its relation to human health issues. Accordingly, we seek to educate, to inform, and to provide a vehicle by which citizens can express their concerns about food; its production methods and its importance for their health safeguarding. In doing so we apply the following principles:

1. **We rely on accurate information and credible analysis.** The outputs of decision-making can only be as good as the inputs. Therefore, we constantly strive to find the best possible data on which to base our own decisions, and present that data and credible analysis as the basis for policy-making. Sound science is always encouraged and sought out.
2. **We promote the precautionary principle.** Due to the complexity of soil systems as a medium used for food production, our knowledge of them will forever be incomplete. That, however, cannot be a reason for avoiding facing issues. Where there is a reasonable basis to believe that a given activity may have a negative impact on a soil agroecosystem, we advocate the exercise of caution in favor of soil health.
3. **We are politically non-partisan.** We support principles and policies, not individuals or parties.
4. **We respect other perspectives and interests.** We recognize that there are other legitimate interests in society. The holders of those interests are to be respected, and productive opportunities to work together with them should be explored. In many cases economic and social goals are compatible with sound soil health protection.
5. **Success is “on the ground”.** Rhetoric and process are not soil and human health protection. We judge our progress by the degree to which we have achieved the improvement of soil health, soil productivity and social progress in our targeted areas. This approach provides us with sound benchmarks by which to judge our success. This also means that we seek to create solutions, not problems.
7. **We are efficient.** We seek the maximum progress from our efforts and resources. In some cases that means targeting a key decision-maker with a particular piece of information, or even a farmer with great options of producing healthy food. In others it may mean a campaign of public education and involvement.
8. **We seek to install confidence in free democratic debate.** We believe that our values are best advanced in an atmosphere of vigorous and open public debate. We thus seek to involve citizens in soil and human health issues. We promote open and responsive government and responsible media.
9. **We seek to improve from our experience.** Every day of our work reveals ways to strengthen our programs and enhance the effectiveness of our activities for the protection of soil and human health.

## There are five steps to volunteering ...

1. Review the various opportunities and read this Volunteer Handbook.
2. Fill out and submit the online Volunteer Application form on our website or download, print, fill one out by hand and send it to MedASH by fax or mail:

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3. Contact the Program Director to discuss the details about the opportunities you are interested in.
4. With assistance from the Program Director, make an Action Plan for your volunteer experience (a template is in the Volunteer Handbook) and be realistic about what you can accomplish!
5. Start your work, follow your Action Plan, and remember – ask questions whenever you have any doubt or need extra resources or clarification. Communicate all problems you may have accomplishing your tasks. If you are uncomfortable with any task, please do not ignore it. Bring it to the attention of the Program Director as soon as possible. The task can be reassigned early on in the process.

## ***Our Volunteers, What Do We Look For?***

- **Ability to take initiative**
- **Dependability and skills appropriate to the volunteer position**
- **Passion for their choices**

### ***Attendee profile***

Everyone is welcome, but volunteers should be driven to learn as much as they can about the cultivation of organic food and about the Cretan diet. It is expected that volunteers will take with them what they have learned and adapt it to their daily lives, whether they be farmers or students, lawyers or bankers. Programs are tailored for a wide variety of interests; those who want to learn all aspects of producing a particular product (as an apprentice) can spend their entire volunteering period with a farmer. For those who are interested in getting an introductory experience to food production on Crete, there are one- to three-month long opportunities.

Volunteers should be flexible and motivated: willing to share a communal life, work in both populated and secluded areas, as an individual or as a member of a team, and under sometimes harsh conditions. Although relevant experience is not necessary, the ability to live and co-operate with people of different cultures and background is essential.

If you have an eager desire to assist in protecting soils and agriculture and are willing to experience working with many other people like you, complete and send the enclosed application.

### ***A Call for the Passionate***

Enthusiastic and committed volunteers are requested to assist the Mediterranean Association for Soil Health (MedASH) and local organic farmers while participating in educational programs to cultivate, produce, cook and preserve food in the traditional ways of Crete.

MedASH volunteers will learn the Cretan methods of producing and cooking organic food in exchange for providing labor to MedASH co-operating farmers. Participants should expect to receive a mixture of experience, from agricultural techniques (organic gardening, organic farm management, plant care and propagation, biodynamic techniques (working with the moon and cosmic forces, permaculture design) to culinary instruction (bread-baking, traditional Cretan recipes, fruit and vegetable preserves and other preservation techniques) while they offer their expertise to MedASH members, according to their skills. Attendees will have the option to choose a focus and participate mainly in those elements. However the majority of farms involved with MedASH are mixed production farms (they produce olives, vegetables, grapes and raise livestock) and work will include all activities to maintain the farm. If desired, there will also be opportunities for volunteers to explore the island and participate in guided adventure and/or culinary tours or culinary related activities and significant area visits.

Daily activities on a farm are not always glamorous and will likely include hard work and some mildly unpleasant tasks (like stable cleaning!). However, those are duties that farmers perform in their everyday work and volunteers should be willing to conduct all activities that are required to maintain a successful farm.

## ***Rights and Responsibilities***

### As a volunteer, you have the right to:

- Be given worthwhile volunteer jobs.
- Be kept informed and up to date.
- Be trusted to do your job the best way you know how.
- Be trained and supervised in a supportive and positive environment.
- Give feedback in the appropriate way using the proper methods.
- Be given recognition.
- Withdraw from your volunteer program before the scheduled date, with notification if possible, optionally providing a reason.

### As a result, you have the following responsibilities:

- To accept only doable assignments.
- To familiarize yourself with all materials in this handbook and other practice and education materials where appropriate.
- To respect confidences of the organization and its staff and volunteers.
- To respect professional attitudes and methods.
- To abide by the operating principles of the organization.
- To state your limitations and concerns.
- To bring issues forth to the Volunteer Program Coordinator (VPC) so that they can be addressed.
- To notify the VPC of an inability to do the assignment in the timeframe agreed upon, so that it can be reassigned to someone else.
- To respect confidential information about the organization, staff and other volunteers.

### MedASH has the right to:

- Decline or dismiss unproductive or dissatisfied volunteers. Please note that every reasonable effort will be made to address issues and solve problems with all due respect to the volunteer. A focused effort is put into preventing these things from occurring in the first place.
- Know the limitations and expectations of volunteers.
- Expect communication from volunteers about progress of assignments.

### MedASH recognizes having the following responsibilities:

- To utilize volunteers to accomplish goals within a timeline and budget.
- To define jobs, expectations and to provide personalized service when needed.
- To create a positive, challenging and rewarding work environment.
- To prepare staff to work with volunteers.
- To provide a full circle evaluation, including getting feedback from the volunteer and the staff person regarding the progress of the assignment and the satisfaction and performance of the volunteer.
- To keep the private information of each volunteer confidential and use it only as appropriate and relevant to MedASH and the volunteer program.

Applicants will be notified within ten working days (for those wishing to stay 6 weeks and over) or 30 working days (for those wishing to stay 4-5 weeks) from the day we receive your application, as to whether you have been accepted.

## ***Policies & Procedures***

(A complete set of Policies and Procedures for the Volunteer Program will be provided upon request.)

## ***Supervision & Complaints, Suggestions, Concerns***

Volunteers are responsible to the Program Director or another designated staff or volunteer leader. MedASH appreciates your time and energy and wants you to enjoy your volunteer experience. Please feel free to see the Program Director at any time should you have difficulties with tasks or aspects of your volunteer placement. MedASH wants you to feel like a part of our team and would appreciate any comments or suggestions you may have.

## ***Time Commitments & Attendance***

Please be sure to advise the Program Director, farmer, or volunteer leader of other time commitments and the days you are available to work (if applicable). Should you be unable to come in on one of your scheduled days we ask that you let the Program Director, farmer, or volunteer leader know as far enough in advance as possible. On the days you are in the office it is your responsibility to complete the volunteer sign-in sheet on the volunteer bulletin board. Anytime you work on an assignment, please record the hours you have donated on a timesheet (see enclosed for sample). If you are working elsewhere on an assignment, please record the number of hours you are spending on your project in the Action Plan sheet in this handbook.

## ***Reference Checks***

MedASH reserves the right to do reference checks on all new volunteers. MedASH also may require a criminal records check, especially for the education program volunteers. Should you require a letter of reference for the work you have done, please speak to the Program Director and s/he will be able to assist you further.

## ***MedASH Recognition***

Volunteer appreciation and recognition comes in various forms. MedASH feels it is best to develop a relationship with each volunteer, determine what type of appreciation and recognition is valued by the volunteer, then try to accomplish that wherever possible and within the means of the organization. Some types of recognition and appreciation include:

- Informal verbal appreciation from the staff
- Formal verbal recognition at meetings or events
- Recognition in print in the newsletter and website
- Letters of reference for jobs well done
- Promotion to “mentor” new volunteers
- Outings and get-togethers to celebrate accomplishments
- Specialized training, at the discretion of the Program Director and Executive Director
- Notes and thank you cards of thank-you
- Thank you gifts (pins, hats, etc)

**GENERAL INFORMATION**

- All educational programs will be offered in English, unless there is a need and enough demand to arrange differently. Some apprenticeships require a working knowledge of Greek.
- We can only accommodate approximately 20 people per program, but requests to hold larger groups will be considered. Participants are expected to work at least 30 hours per week. Extra working hours rely on the agreement between volunteers and MedASH or farmers.
- Applicants must be over 18 years of age, able to communicate in English and carry a health insurance policy. The advised participation period is 6 weeks (minimum participation 4 weeks). Long-term participation is highly appreciated (see “Apprenticeships” section).
- Volunteers are selected on an individual basis. Groups of more than two persons will be considered on a case-by-case basis.
- Volunteers are entitled to 1 day off per week during their volunteering period.
- Volunteers are trained and supervised by field leaders and experienced project members. They must be prepared to participate in every aspect of the work. Duties are allocated by the field leaders and may include working long hours during some days and occasional non-agricultural tasks that are required for maintaining the program. Please note that there is a greater need for volunteers during the beginning (early December to February) and the end (September to late October) of the seasons.

**FOOD and ACCOMODATION**

- When not participating in the Apprentice program, volunteers will stay on an organic olive grove in a free campsite, restricted to MedASH volunteers. These campsites have very basic sanitary and cooking facilities (cold water showers, gas stoves and fridges, cooking pots and pans, cutlery, crockery). Volunteers MUST bring along camping gear (e.g. sleeping bag, tent, flashlight, alarm clock), warm and comfortable work clothes, rain gear (especially for the period September to April), plus additional clothes for interacting with the public. Volunteers are expected to participate in the duties needed to maintain the campsite facilities.
- Those individuals in the Apprentice program will have the opportunity to stay in rooms provided by the farmer, for a small fee (€5-10 per day, depending upon accommodation).
- Volunteers will cultivate their own food under the experienced guidance of the MedASH agronomist. Garden work will take place between 08:00-11:00 and 18:00-20:00 every day, since it becomes too hot to conduct these activities between 11:00 and 18:00. Cooking will be done every day between 12:00-14:00 and 19:00-21:00 by the appropriate leader and two scheduled volunteers at a time.

**PARTICIPATION COSTS**

- Once approved, an applicant will have to pay a non-refundable participation fee of \$150, €120 or £80. The amount includes administration costs as well as the cost of providing instruction and materials.
- Applicants arriving on or before 15<sup>th</sup> of February and after 20<sup>th</sup> of November are entitled to 30% discount (valid for Field Work volunteers only).
- MedASH cannot offer financial assistance beyond camp accommodations, food production facilities and office facilities (pc, internet, etc.). A minimum amount of €15 per day for each volunteer may suffice to cover basic needs (extra food cost, transportation, etc).

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### ***EDUCATIONAL SEMINARS***

For volunteers who wish to participate in seminars, the weekly cost for participants varies between \$250-\$300. This cost covers class material and tuition fees. Seminars are presented through the use of multimedia. A minimum number of 4 participants is required for a seminar to take place. A list of seminars will be available upon request. Volunteers involved in the apprenticeship program may have the opportunity to earn some money in compensation for work they conduct on the farm.

### ***RESEARCH OPPORTUNITIES***

MedASH co-operates with universities and research institutes around Greece that can offer institutional support for research opportunities. This option is available for students interested to carry out undergraduate or postgraduate research during their voluntary work. Applications must be made well in advance in order to receive further information and complete a research agreement form. The deadline for finalising research projects is 1<sup>st</sup> May. More information is available upon individual request.

### ***YOU CAN JOIN IN MORE WAYS THAN ONE!***

It is increasingly important that volunteers support the organization through purchasing a membership, in addition to giving your time and energy and skills. The bigger the membership base, the stronger and more credible MedASH is to the general public and decision-makers. For your membership, you will receive newsletters, which will keep you informed and up-to-date on issues and will help you see and understand “ the bigger picture ”, of which you -- the volunteer -- play such an important role. It 's just one more way you can make a difference! Your membership counts!

Upon your arrival, ask the Program Director for a Membership Brochure and fill out the form and hand it in with your payment! Thanks for adding your voice to Mediterranean Association for Soil Health!

## **Volunteer Opportunities (1)**

### **Apprenticeships**

The volunteers will be placed with an individual farmer to learn his/her methods of production. For these programs it is expected that the volunteer will work with the farmer for an entire season to get a strong understanding of the methods. There will be some opportunity to compensate him/her for the time spent working. More information about each subject of interest is available upon request.

#### **1a. Grape Growing**

Time Period: April – September/October harvest

Description: Volunteers will help with the daily tasks for maintaining vineyards including: Soil management, plant care, pruning, scouting (locating pests and finding appropriate methods for control)

#### **1b. Olive Tree Cultivation for Production of Edible Olives and/or Olive Oil.**

Time Period: October - February harvest

Description: Volunteers will help with the daily tasks for maintaining vineyards including: Soil management, plant care, pruning, scouting (locating pests and finding appropriate methods for control)

#### **1c. Husbandry for Milk, Yoghurt, and Cheese Production**

Time Period: April – September

Description: Volunteers will help with the daily tasks for maintaining herds including: Feed production, disease diagnosis and treatment, shearing and/or milking

#### **1d. Herbal Collection and Preparation**

Time Period: April – September

Description: Volunteers will help with the daily tasks for collecting and producing herbal remedies: Plant identification, collection and preservation (drying) methods, essential oil and tincture processing from preserved plants, application/use of oils and tinctures.

#### **1e. Diversified Vegetable Production**

Time Period: January-December

Description: Volunteers will help with the daily tasks for managing organic vegetable garden for volunteer use. (Note: All volunteers will be expected to assist with the daily farm work, since they will also be eating what is produced in the volunteer garden). They will also assist organic farmers on Creteto cultivate and manage their crops.

Planning daily activities for volunteer involvement, such as the following tasks: Planting, harvesting, irrigating crops, developing crop rotation, companion planting, crop planting and harvesting plan -as appropriate-, maintaining soil health though composting, green manure and other techniques. Emphasis will be given in the use of a special scientific soil kit that measures soil health.

## **Volunteer Opportunities (1) Cont'd**

### **1f. Specific Vegetable Production**

Time Period: January-December

Description: Volunteers will help farmers with the daily tasks for managing organic vegetable production of one or two specific crops for commercial use. Planting, harvesting, irrigating crops, developing crop rotation, companion planting, crop planting and harvesting plan -as appropriate-, maintaining soil health through composting, green manure and other techniques. Emphasis will be given in the use of a special scientific soil kit that measures soil health.

### **1g. Cooking the Cretan Way**

Time Period: January-December (for at least two weeks during apprenticeship or as long as desired)

Description: Volunteer will manage the daily tasks for preparing food for the other volunteers using vegetables cultivated in the garden, gathered wild, and provided by organizers. (Note: All volunteers will be expected to assist with the cooking). Planning daily activities for volunteer involvement, such as the following tasks: Planning menus, Preparing items for cooking, Cooking and serving meals. Cleaning up is also included in the Cretan way of Cooking (!! ) and volunteers are expected to participate.

### **1h. Honey production**

Time Period: March – November

Description: Volunteers will assist bee keepers in taking care of the bee population, renewing materials needed for honey production, extracting honey from bee hives and transporting bee population.

## **Volunteer Opportunities (2)**

### **Seasonal Introduction to Processing**

These volunteers will be involved in one aspect of processing or production during the peak of the harvest and processing/production season, dependant upon arrival date.

### **2a. Wine Production**

Time Period: September - October

Description: Volunteers will assist with the grape harvest and learn the procedures for producing wine. He/she will experience both traditional/small-scale methods (home level) and larger operations. Tasks include: Harvesting Grapes, Crushing grapes, Starting and maintaining fermenting process, Bottling.

### **2b. Olive Oil Production**

Time Period: November - February

Description: Volunteers will assist with the olive harvest and learn the procedures for producing oil. He/she will experience both traditional/small-scale methods (home level) and larger operations. Tasks may include: Harvesting Olives, Olive oil Extraction Techniques, Bottling.

## **Volunteer Opportunities (2) Cont'd**

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### **2c. Edible Olives Production**

Time Period: September - December

Description: Volunteers will assist with the olive harvest and learn the procedures for producing edible olives. He/she will experience both traditional/small-scale methods (home level) and larger operations. Tasks may include: Harvesting Olives, Preservation techniques.

### **2d. Milk and Cheese Production**

Time Period: April - September

Description: Volunteer will assist with the milking and learn the procedures for producing cheese the Cretan way. He/she will experience both traditional/small-scale methods (home level) and larger operations. Tasks may include: Milking, Cheese separating and fermentation process, Packaging and aging.

### **2e. Textile Production**

Time Period: November-June

Description: Volunteers will assist with the shearing and learn the procedures for colouring and spinning yarns and finally woven fabrics. He/she will experience both traditional/small-scale methods (home level) and larger operations. Tasks may include: Shearing, Dying, Spinning, Weaving.

### **2f. Herbal Collection and Preparation**

Time Period: April - September

Description: Volunteers will assist with the collection and drying of herbs as well as processing them to the final production (teas, tinctures or oils). He/she will experience traditional/small-scale methods of production and work with a small business. Tasks may include: Plant collection and preservation (drying) methods, Essential oil and tincture processing from preserved plants, Bottling, local marketing.

### **2g. Vegetable Preservation**

Time Period: Any one month period during the year January-December

Description: Volunteers will help with the daily tasks for managing organic vegetables and preserving them.

## **Volunteer Opportunities (3)**

### **Educational Seminars:**

All volunteers (both those in the apprentice program and those in the intro to production/processing program) will gather together one to two times per month for a full-day seminar that focuses on topics appropriate to that time period (such as olive oil production in December) or topics that are more academic in nature and not covered through apprentice program (such as distribution of organic foods in Greece or the state of organic food in the EU). Seminars may include site visits and volunteers are expected to assist with the daily tasks for the site they are visiting.

**Application form 2005**

**Please read and complete the following form carefully.**

SURNAME : .....FIRST NAME: .....

DATE OF BIRTH: ..... NATIONALITY: .....SEX:  Female  Male

ADDRESS (Circle one: permanent / forwarding) : .....

.....

POST CODE: ..... COUNTRY: .....

TEL: ..... FAX: .....

E-MAIL: ..... OCCUPATION: .....

**Education:**

Level completed:  High School  Undergraduate/Technical Degree

Graduate (MA)  Post-Grad (PhD)  Other .....

Name and Location of School: .....

Focus of study: .....

Relevant work experience (please also attach resume or CV): .....

.....

Have you ever volunteered before?  Yes  No *If yes, please describe:*

.....

**Learning Objectives:**

Please rate you interest in gaining proficiency in each of the items listed below.

(1= very interested, 2=somewhat interested, 3=not at all interested)

Agricultural:	Rank
Horticultural/cultivation knowledge (field - vegetables)	
Horticultural/cultivation knowledge (field - grapes)	
Horticultural/cultivation knowledge (orchard - fruit)	
Horticultural/cultivation knowledge (orchard - olives)	
Animal husbandry	
Herbal Preparations/oils	
Tractor familiarity (operating)	
Machinery familiarity (maintenance)	

**Availability:**

I am available to volunteer for..... days or .....weeks.

**Advised participation period: 6 weeks, Minimum participation period:28 days**

I am available to volunteer anytime from ..... to .....

Provide us with flexible time periods if possible, to allow better scheduling

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**Skills:**

Please rate your level of proficiency for each of the following skills from 1-4.

(1=I need help with this skill; 2=I have some knowledge of this skill, but need further experience; 3=I have experience with this skill, but need feedback; 4=I have competence to perform this skill successfully)

SKILL	Rating
<b>Agricultural:</b>	
Horticultural/cultivation knowledge (field)	
Horticultural/cultivation knowledge (orchard)	
Animal husbandry	
Herbal Preparations/oils	
Tractor familiarity (operating)	
Machinery familiarity (maintenance)	
Ability to perform manual labor (long hours/heavy lifting)	
<b>Business:</b>	
Marketing	
Management	
<b>Computers:</b>	
Word processing, spreadsheets	
Graphic Design	
Programming/web programming/hardware maintenance	
<b>Driving</b>	
Motorbike	
Car (EU or international license since / / )	
<b>Arts:</b>	
Professional photography	
Drawing and painting	
<b>Languages: Specify Native Tongue:</b>	
Greek knowledge (speaking)	
Greek knowledge (reading/writing)	
English knowledge (speaking)	
English knowledge (reading/writing)	
Other (Please specify: )	
Other (Please specify: )	
<b>Other:</b>	
Researching/Writing	
First Aid: (Circle one: certified / not certified )	
Other (Please specify: )	
Other (Please specify: )	
Other (Please specify: )	

How did you find out about MedASH?

- Environmental Organisation      Press (Specify, if possible): .....  
 Word of mouth      The internet      Other (Please specify): .....

**Date:** ..... **Signature:** .....

Please mail your application, two references and resume or CV (and cover letter, if desired) to: MedASH, P.O. Box 7718, Adele, 74100, Rethymnon, Crete, Greece

MedASH, P.O. Box 7718, Adele, 74100, Rethymnon, Crete, Greece  
 Tel: +30-6947-275821, +30-28310-71919, Fax: +30-28310-71919  
[www.edaphon.com](http://www.edaphon.com), e-mail: [info@edaphon.com](mailto:info@edaphon.com)

## Volunteer Program Evaluation

The Project Director welcomes both positive and constructive feedback at all times. Feedback will continuously improve our volunteer program, so is just as important as everything else we do. We believe in giving informal evaluation, feedback and appreciation to the volunteer as well more formal recognition, in ways that are comfortable and enriching for the volunteer.

Please fill this in at any point in your volunteer experience or at least at the end of your project or six months into your commitment. Reminder: this is available on our website as an online form as well: [www.edaphon.com/eng](http://www.edaphon.com/eng)

Date of Evaluation:

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Your Name:

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Your Volunteer Job Title(s) (if applicable):

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Approximately how long have you been a volunteer with MedASH?

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What projects or tasks have you accomplished (include self-education, meetings, talking to friends and family about MedASH)?

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Approximately, how many hours have you spent volunteering (include meetings)?

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Rate, on a scale of 1 to 5, your level of satisfaction with the following. (1 is low, 5 is high). Please comment further if desired.

1. The orientation and information you received about the organization and your volunteer job (if applicable).

1                      2                      3                      4                      5                      N/A

2. The staff person or mentor who is your main contact for this position (if applicable).

1                      2                      3                      4                      5                      N/A

3. Do you feel that staff is approachable and willing to listen if you have a question, problem or suggestion?

1

2

3

4

5

N/A

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What has been the most rewarding experience you have had so far through volunteering?

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What has been the most frustrating experience you have had so far through volunteering?

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Do you feel your work is appreciated? How?

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What are your needs for continuing to volunteer at this organization?

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What motivated you to volunteer with this organization in the first place?

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Are these needs being met?

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Are you interested in continuing in your present volunteer assignment? (if applicable)

Would you like to do something different? Anything specific?

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What changes would you like to see for a more effective volunteer program?

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Are there additional seminar topics you would like to see?

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Do you have any suggestions on how to raise the public profile of MedASH?

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Any other comments:

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**Demographics:**

This part is optional and any information collected is used only for the purposes of tracking trends within the volunteer program.

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Gender:  Male                      :  Female                      Age:

---

Occupation:

---

Income (just give a range):

---

Highest Level of Education Completed:

---

City/Town you reside in:

---

Thanks for your feedback!! I  
It is appreciated and will help us improve our Volunteer Program!

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***Evaluation of Volunteer by Staff***

Name of Volunteer: \_\_\_\_\_

Staff or Mentor: \_\_\_\_\_

Volunteer Job: \_\_\_\_\_

Date: \_\_\_\_\_

Please circle the number, which indicates, on a scale of 1 to 5, your level of satisfaction with the following. (1 is low, 5 is high). Please comment further if desired.

The volunteer is punctual and reliable.	1	2	3	4	5	N/A
The volunteer is pleasant to work with.	1	2	3	4	5	N/A
The volunteer takes initiative.	1	2	3	4	5	N/A
The volunteer is accomplishing his/her job.	1	2	3	4	5	N/A
The results of the volunteer's work are more than satisfactory.	1	2	3	4	5	N/A

What is this person's biggest strength?

What could this person improve upon in relation to his/her current job?

Would you like to continue working with this volunteer?(Circle one) Why or why not?  
Yes No

What changes would you like to see for a more effective volunteer program?

Any other comments:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_





