

**Society of the Sacred Heart, Japan Province
International Volunteer Program (Receiving)**

Objectives

- 1) To promote an opportunity to share the richness of spirituality that the Society of the Sacred Heart Japan Province has developed and inherited based upon its educational mission.
- 2) To encourage young people to live in solidarity with people, who are marginalized and vulnerable in society.
- 3) To offer young volunteers a space for integrated formation, commitment, and social transformation from the spirituality of the Sacred Heart.

Duration

- Short program: from 1 to 3 months
- Long Program: from 3 months to 1 year

Target age

- An applicant must be above 18 years old and less than 35 years old upon participating in the program.

Requirements

- Previous experience of formal volunteer service program at any school or organization.
- Submission of the following documents for applying to the program;
 - Application Form (*Form A)
 - Volunteer Motivation Letter (A4 size)
 - Medical Certificate of Physical/Mental Health (Regular health check-up items + X-ray Inspection - Chest Digital Photography)
 - Letter of Recommendation
The recommendation letter is to vouch for the skills, achievements, and aptitude of the applicant.
 - Copy of any ID with picture (Passport, Driver's license, Student card, or other ID)
 - Certificate of Criminal Record
- Submission of the following documents for joining the program in Japan;
 - Volunteer Agreement (Commitment, liability waiver) and Oath with the signature of candidate and guarantor.
 - Parental Authorization for Treatment of a Minor Child (below 20 years old)
 - Travel Itinerary
 - Copy of passport
 - Copy of overseas travel insurance certificate
- Personal Interview (face to face or virtual) with the link person and others.
- Participating the Formation Program in Japan

- Submission of the required documents after the volunteer work.

Volunteer Skills/Qualities

- We receive a volunteer who is passionate, open-minded, and socially responsible with a desire to be with and work with the people who are in need.
- Regardless of any individual religion, we request a candidate to accept the Christian orientation and Christian Values.
- To live in a different culture and social background of the community where a volunteer is to be assigned, we require the following skills and qualities;
 - Respect, welcome to cultural differences, and ability to adapt one's knowledge of reality
 - Ability to face frustration and unforeseen events
 - Capacity to discern and take necessary risks
 - Self-knowledge and maturity according to her/his age

Process of Selection

- 1) The link person of the sending country contacts the JPN link person when they have an applicant for sending.
- 2) The JPN link person provides details of the program, such as possible mission sites, terms, conditions of stay, etc., to the link person of the sending country.
- 3) The candidate submits the required documents to the JPN link person after the approval of the link person of sending country.
- 4) The candidate has a personal interview (face to face/ virtual) with the JPN link person and others, such as Japanese RSCJ, who will accept a volunteer in her Ministry.
- 5) The JPN link person coordinates a mission place for the candidate while having the online pre-formation program after approval for the applicant to be accepted.
- 6) The JPN link person coordinates details with a staff member in charge of a mission place where the volunteer will be sent.
- 7) The candidate contacts the staff member in charge of a mission place after finalizing the host institution/organization.
- 8) The candidate will visit Japan for volunteering work.

Formation of Volunteers

We provide the following topics or areas of the formation program of volunteers through lectures, workshops, retreats, and other settings. Some lectures will be provided by the institutions/organization which has a formal formation program/training.

- 1) Lecture on Japanese Society, Culture, and languages.
- 2) Spiritual direction by RSCJ
- 4) Sharing the culture of a volunteer with the Youth in Japan.
- 5) Sharing volunteer experiences with the RSCJ community before leaving for the country.

The requirement of Volunteer after the mission

- We (host community and the JPN link person) have a personal interview with the volunteer before going back to the country.
- If we (Japan province) have multiple volunteers in the program, we conduct group sharing and reflection to enrich their experiences.
- We require the volunteer to submit the following documents after the mission.
 - Personal reflection, evaluation, and review of volunteer experiences
 - Evaluation of the International Volunteer Program in Japan (about the support system, preparation, and formation program, etc.)
 - An article about volunteer experiences for website or journal of the Japan Province

Finance of the Program

1) Financial Support to Volunteer from the Japan Province

- Accommodation (Japan province will offer a room for volunteer)
- Meals in the RSCJ community.

(The volunteer is required to cover their meal expenses outside of the RSCJ community.)

2) Required expenses of the volunteer

The volunteer needs to cover their expenses except for accommodation and meals in the RSCJ community.

The volunteer needs to cover the following expenses below.

- Travel expenses (International and local transportation fee)
- Travel insurance
- Expenses for daily necessities

CONTACT

If you are interested in joining the program, please contact a link Person of International Volunteer Program, Society of the Sacred Heart, Japan Province.

Contact email address: rscj.japan.ivp@gmail.com

