

Dear Team Leader,

This document serves to help you understand your role on an exchange organized by Naturkultur e.V

As we are a dedicated organization and our aim is to do high quality projects with partners that we have carefully chosen. We like to improve our partnership and give youth a chance to experience how it is to lead workshops and how to create their own project ideas. Therefore, we made this document to help you understand what we will ask from you during this exchange.

1. You are part of the organizing team. This means that you will give your best to make this exchange the most interesting and fun experience where all of the participants will learn and feel safe and included. You are focused on helping with the program or any logistical issue.
2. You are the person who is helping participants to have realistic expectations. We are all here to support the participants and satisfy their needs, but if they are making unreasonable complaints, you are not just transferring the message to the organizers, you try to help and explain to the participants why something is being done in a certain way. You are solution oriented and not problem oriented.
3. You are not competing against other team leaders who has the better team, you help each other in an understanding and helpful manner. You don't judge or discriminate any person on the exchange and including any of the team leaders. We are team leaders to all participants, not just to our team. If participant from other national team is excluded from the group or needs help, you either try to help them, or you find their team leader and inform them about the situation.
4. You help your team to organize and deliver a workshop or cultural evening by being their support but not doing everything by yourself or taking over when they are failing, because people are here to learn. After the failure, you help them to see the learning points.
5. You don't turn you head away when you see people getting drunk or doing things that are against the rules that were set up by the whole group at the beginning of the exchange or the rules of the country you are in.
6. You always participate in all sessions, being a role model for all participants. You come on time to the sessions and you remind other participants when the session is about to start.
7. Bring your positivity and always give your best, because this is what participants will also do.

