

Host Profile

CMTC-OVM is a patient organisation operating worldwide in which the patient and their direct environment are placed centrally. The board members and all the volunteers from a variety of countries carry out their highly appreciated work with much drive and a great deal of enjoyment. Together we have already achieved a lot and we can continue to do so. We represent the interests of the patients, who are often children and their direct family and we help them in all sorts of practical ways. Thanks to our organisation, to be able to provide clarity to a patient in terms of his or her condition is something that gives us a wonderful feeling each time. Our international volunteers are pleased to be actively involved in an enthusiastic and professional team.

Subject	Description
Main tasks	1. The reception and registration of (foreign) guests during the global conference and Familyday in The Netherlands.
Authorisations	1. Not applicable.
Responsibilities	1. Inform and advise the (foreign) guests about the meeting. 2. Registration of (foreign) guests.
Time required	This activity is organised once a year during the first weekend of November in The Netherlands. The registration period is from 09:00 to 13:00 hours. The Familyday is organised once a year end of June or beginning of July. The registration period is from 8:00 to 11:00 hours. The volunteer can participate in both events.
Characteristics	1. Empathetic. 2. Organised. 3. Proactive.
Knowledge and Skills	1. MS-Office (Word and some limited Excel and Powerpoint). 2. Dutch language spoken and written, as a first language. 3. English language spoken and written. 4. Possibly also a third language, German for example. 5. Currently working for or has worked for a minimum of (2) years in a commercial business.
Min. Education Level	Diploma.
Equipment	1. Computer. 2. Internet access and e-mail. 3. Telephone.
Compensation	1. The volunteer receives an amount for the day that is determined on an annual basis. 2. The volunteer receives travel expenses.