



INFOPACK for volunteers

Where: Câmara de Lobos, Madeira Island
when: 2-31 October, 2025
Travel days: 1st October-1st November, 2025



Dear future volunteer,
This info pack will provide you with basic and useful information about us, the venue of activities, and your tasks. Please read it carefully.

The Team of Teatro Metaphora



VENUE:

Caminho do Ilhéu, 31
9300-072 Câmara de Lobos

CONTACTS:

WEBSITE: WWW.TEATROMETAPHORA.ORG
FACEBOOK: WWW.FACEBOOK.COM/TEATROMETAPHORA
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ABOUT US

Teatro Metaphora - Associação De Amigos das Artes is a non-profit association whose purpose is to develop cultural activities to benefit the community's development and education. The organization develops social and personal competencies of children, youth, and adults by organizing local and international projects such as training courses, youth exchanges, conferences, seminars, workshops, and other educational activities on various topics and based on non-formal education.

MAIN ACTIVITIES

- Promotion and participation in cultural activities around various artistic disciplines, such as the production of theatre shows, contributing thereby to the development and dissemination of cultural heritage.
- Creating ecological street art installations in the heart of Câmara de Lobos.
- Organizing national and international projects, seminars, and trainings under local, national, and European programs.
- Developing a wide range of activities and workshops related to natural heritage, recycling, climate change, and environmental best practices.

About our city

Câmara de Lobos is the second bigger town, after the capital Funchal. It is located on the south coast of Madeira Island. Apart from its wonderful bay, the city has several points of interest, such as Pico da Torre, Curral das Freiras, Boca dos Namorados, Boca da Corrida and Cabo Girão.



WE ARE LOOKING FOR VOLUNTEERS!

Join the Team Making Europe More Youthful, Green & Connected!

Are you passionate about youth, Europe, and creative communication?

Do you love connecting with people, creating cool content, and making an impact? Then we want YOU on our volunteer team!

👏 We're looking for 8 dynamic volunteers to join us for one exciting month of action, creativity, and European spirit!

WHAT YOU'LL DO:

📍 First 2 Weeks – Be the face of Europe at the Eurodesk Youth Fair!

- Help run fun games and engaging info points
- Talk to young people about amazing opportunities like Erasmus+, DiscoverEU, and the European Solidarity Corps
- Share your enthusiasm and energy in a fun, interactive space!

🎥 Second 2 Weeks – Create content, spark conversations, inspire change

- Film reels, short videos, and conduct interviews with locals & tourists, etc
- Focus on themes like sustainability, green Europe, and youth engagement
- Feed the social media of local and European projects with your creativity!

Preferred Skills:

- Multimedia content creation (photos, videos, reels, editing, etc.)
- Strong communication & people skills
- Confidence to speak with strangers and keep the energy high!

What You'll Get:

- Hands-on experience in youth engagement, event work, and content creation
- A chance to connect with local communities and European projects
- A creative, international environment where your ideas matter
- A fun, inspiring adventure that will look GREAT on your CV



ACCOMODATION

The volunteers will be accommodated in Teatro Metaphora premises. In the building, you can also find the office of the association. The house is equipped with a kitchen, 6 bedrooms, 7 toilets with a shower, and a terrace with a garden and a nice view. The rooms have bunk beds, and 4 of them have private bathrooms. The different parts of the house are also equipped with a washing machine, cleaning and kitchen tools, and all other proper tools for the daily living of volunteers. Around the house, there is a security system, like electronic cards to open main doors, and surveillance cameras.



RULES

- Volunteers must keep the house in the same condition that it was found on the first day. Rules of the house and all necessary information that volunteers might need to know will be explained by its house owner. (accommodation and how each section of the house and equipment works.)
- When not at use, all windows and doors must remain closed (to avoid slamming doors/windows), especially during the night and when volunteers are not at home (to avoid robberies). No other people are allowed to live in the house or staying overnight.
- Visits (just a visit, i.e. for a coffee, lunch): Each guest must get the permission of the house owner.
- Keys: Giving keys to strangers is forbidden.
- Common cleaning: Each volunteer takes part in regular housework - cleaning their own room and common areas (kitchen, bathroom, corridor). All spaces must be cleaned immediately after use.
- Trash must be put into special containers. All supplies are under the volunteer's responsibility.
- Silence: It is forbidden to make any loud noises (during day and night): no screaming, no loud music, no slamming the door. Night silence is between 22:00 and 7:00 in the whole building. During this period it is forbidden to make noise.
- Smoking: It is not allowed to smoke inside the house. Outside use the ashtray.
- Animals: It is forbidden to keep animals in the house.
- The volunteer is responsible for all the equipment in the house during the stay.
- The volunteer is responsible for all damages made by her/him: to each volunteer, it will be requested to leave a deposit to the host of 25€ at the beginning of her/his stay. If any damage occurs, it will be paid from this deposit. In case of no damages, the money will be totally returned to the volunteer at the end of their stay.



THE KITCHEN

The kitchen is shared by the volunteers and office workers. It is important to keep it clean and in good condition. Every volunteer gets a place in the cabinet and fridge for food. It is important to segregate trash to five different baskets: organic, plastic, paper, glass, and normal. Next to the kitchen is a small room with Freddie Mercury where you can eat. Also, the terrace is a perfect spot for enjoying meals.

KITCHEN RULES

The kitchen must always remain clean.

Kitchen utensils must be used correctly to not break quickly.

Kitchen belongings must always be placed in the correct place.

The stove and oven must always be kept clean.

Kitchen towels are used correctly. There are three kinds of them: a towel for hands, a cleaning cloth, and a towel to dry dishes.

Dish soap must be purchased by the volunteer.

Cabinets must be kept clean as well as the refrigerator.

If anything is damaged or broken, the responsible team must be notified immediately.

The floor must be swept after each use and whenever is dirty

The window should be closed for the night.



SEGREGATE TRASH, LAUNDRY, IRONING AND CLEANING TOOLS

Trash

We separate the trash in special containers. Before we put rubbish into the bins we wash them inside and make them flat. We have five kinds of bins: plastic & metal; paper & cardboard; glass; normal; compost.

In the building of Teatro Metaphora, there are two places with baskets: the kitchen and the office. We try to empty those baskets every day. The "normal" trash we can be thrown in the container next to the parking lot of Teatro Metaphora. Don't forget the trash from the bathrooms. They are "normal". The composting bin is located in the kitchen. When it is full we put its content in the big green bin in the garden on the terrace. The rest we put in the different containers which are located on the way to the bay. When we throw out the trash we need to make sure that bins are clean inside. If necessary wash them and put them to dry on the terrace.



Laundry

On -1 floor is the room with a washing machine. You can use it when you need it. It is quite easy to service, but if you are not sure just ask somebody. You need to have detergents. You can buy them in Pingo Doce. Everybody uses their own detergents. When done washing, you can put it to dry outside. To take it out, you can use a plastic basket. In the magazine, you can find a small basket with the laundry clips.

Ironing

In the same room with the washing machine, there is also the iron. You can use it when you need it. Just be sure that you turn off the iron after use!

FIRST AID KIT, PHARMACY AND EMERGENCY NUMBERS

The First Aid Kit

You can find boxes with basic first aid materials in the kitchen on the fridge. There are hydrogen peroxide, wound plasters, and gauze.



The pharmacy

There are two pharmacies in the center of Câmara de Lobos close to Teatro Metaphora's building. The first is Farmácia Popular and the second is Farmácia Moderna. You can find exact addresses and opening hours on the link below.

www.farmaciasportuguesas.pt/catalogo/pesquisar-farmacias



Emergency numbers:

National Emergency Number: 112

Police: 291 208 400

Hospital: 291 705 600

Arriving to Câmara de Lobos:

From the airport to the capital city of Funchal, you take the AEROBUS. The bus station is right in front of the arrivals. Tickets can be purchased on board.

Single Ticket: 6,40€.

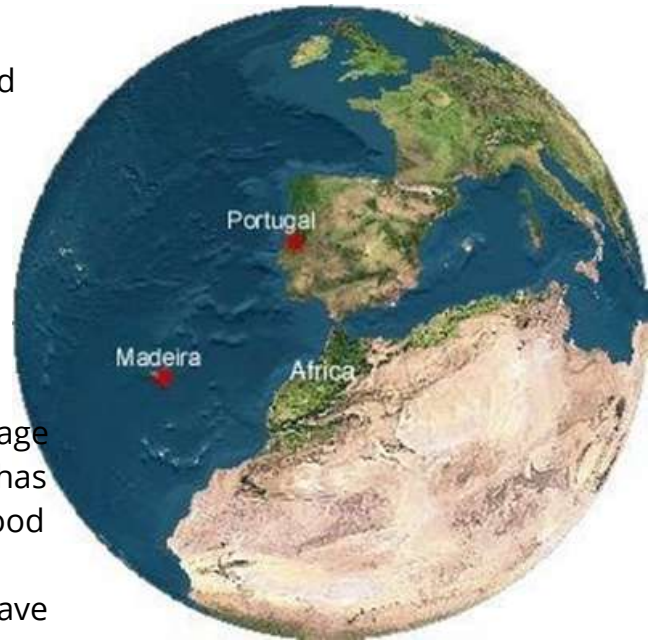
Check the timetable [here](#).

From Funchal, you can take a taxi or a Bolt to:

Caminho do Ilhéu, 31, 9300-072 Câmara de Lobos



MADEIRA With its charming capital, Funchal, is already famous for its excellent climate of temperatures, which always seems to be Spring, the mild water of the sea, and the green vegetation, which is called the "pearl of the Atlantic" or "Garden of Atlantic", making it a tourist destination of choice throughout the year. The forest Laurissilva, classified by UNESCO as a World Natural Heritage, offers unparalleled scenery, they may be embarking on the adventure of "Levadas" old irrigation water channels that facilitate the so rugged terrain, and which today are the best ways to know this natural heritage and the heart of the Island Madeira. Madeira Island still has part of the dense forest that allowed the collection of wood for the much-needed expansion of maritime vessels by Portuguese heights of the Portuguese discoveries that have given "new worlds to the world."



Today, Madeira Islands are modernized, with good access, services of high quality, and more varied offer hotel and tourism, while maintaining its traditional way of life and a great charm to have green in their 728km², mountains, mild climate, fertile soils, and customs and traditions alive. Madeira is the main island of the archipelago also famous for its spectacular wine characteristic known worldwide as Madeira Wine, of their flowers, and landscapes. Find more about it: <http://www.visitmadeira.pt/>



MADEIRAN FOOD AND DRINKS



Madeira is the ideal destination, not only for the mildness of its climate and exuberance of its flora but also for its gastronomy, a wide variety of regional dishes. The appetizing menus will help make your stay on this island an unforgettable culinary expedition, you will find many typical dishes, fish or meat, deliciously prepared variously, not to mention the excellent wines to accompany your meal.

Most famous traditional dishes:

- Fresh tuna and swordfish "Espada" served with passion fruit, banana, or stew.
- "Tuna Steak" or the exotic taste of "Mackerel with villain sauce".
- Espetada, made with beef cubes in a laurel skewer and grilled on wood or charcoal.
- Fried Corn "Milho Frito" and Bolo do Caco, traditionally baked in a tile bit on fire.
- "Carne em vinha d'alhos" meat in wine and garlic, usual food on Christmas Day and prepared with spicy pork with garlic.
- "Cozido à Madeirense", composed of various types of vegetables, meat sausages.
- Picado is traditionally prepared with beef cut into small cubes, fried, and seasoned with garlic and pepper.
- Prego (steak sandwich): grilled steak, served on traditional Madeiran Bolo do Caco. The 'Special Prego' includes lettuce, tomato, ham and cheese, sometimes served with fries.

Most famous traditional drink:

- Poncha is a traditional alcoholic drink of Madeira.
- Nikita It is considered an ideal regional drink to have on hot days.
- Pé de Cabra - This alcoholic drink mixes chocolate powder, lemon peel, dry wood wine, dark beer, and sugar.
- Madeira wine - Madeira wine is characterized by its taste of caramelized sugar, resulting from the aging in wooden casks.
- Coral - Madeiran local beer.

MADEIRAN WEATHER

Madeira Island is privileged its geographical position and mountainous relief and has a surprisingly mild climate. Very mild average temperatures, 25°C in the summer and 17°C in the winter, and a moderate level of humidity. During the day it can be hot, but during the night can be really cold. Madeiran weather is changing all the time, so be prepared for any kind of weather, sometimes even it can be sun and rain at the same time.

Note: we recommend you to explore this website as it contains a lot of information that you might wish to know about Madeira: <http://madeira.best/>