

## Important questions about **volunteering**



### 1. What do I need to be able to work as volunteer?

- ✓ good knowledge of German at least at level A2
- ✓ an extract from police record
- ✓ a valid health insurance for Austria

### 2. I want to volunteer at Caritas. What am I supposed to do?

Go to our website:

<https://freiwillige.caritas-wien.at/taetigkeiten-suche>

Find a suitable job there.

Open the box and fill out the form. The responsible person will then contact you.

### 3. What does „responsible person“ mean?

This is your supervisor at the facility. We also call them coordinators.

### 4. I searched the website, but did not find anything suitable?

Please fill out our questionnaire.

You will find it here:

<https://freiwillige.caritas-wien.at/aktiv-werden>

Send it to [freiwillig@caritas-wien.at](mailto:freiwillig@caritas-wien.at).

We then will send you suitable offers.

### 5. And now?

In the offer you will find all important information and also the contact details of your responsible person (coordinator).

Now you get in touch with your coordinator in the facility and make an appointment.

There you will get to know the facility and the people.

Then you decide whether you like this activity.

### 6. And when I like it there?

Then let your coordinator know and you both will sign the **volunteer agreement**. You are then officially a Caritas volunteer.

### 7. And when I don't like it there?

Then give us a call:

**01-259 20 49-2550**

or write an email to:

[freiwillig@caritas-wien.at](mailto:freiwillig@caritas-wien.at)