



SIVO
SWISS INTERNATIONAL
VOLUNTEER ORGANISATION

SIVO GUIDE TO VOLUNTEERING IN LUZERN

STRATEGIC VOLUNTEERING SIVO'S TOP 10 TIPS FOR FINDING THE RIGHT VOLUNTEER JOB

1. Ask yourself: why do you want to volunteer?

- To give something back to your community
- To meet new people and interact with others
- To learn new professional skills
- To improve your German language skills
- To make use of your current professional skills

2. Follow your passion: What moves you? Is it a particular group of people? A cause? An issue?

3. Assess your skills: Identify the skills you want to attain or reinforce. Are they core skills? Transferable skills? Technical skills? Conduct a simple skills survey. There are many samples on the internet. Otherwise contact SIVO and we will be happy to forward you our very own list.

4. Use the “buddy system”: Identify your career and goals, write down how you think volunteering can help you achieve those goals and set yourself a time-frame for accomplishing them. Then, ask a friend to monitor your plan to help keep you on track.

5. Focus your search: Narrow down your options of where you would like to volunteer and find out as much as possible about the organisation.

6. Where to volunteer: Consider volunteering for small local non-profits, associations in your neighborhood and/or start-ups. This is a great way to integrate. Above all, don't rule out virtual volunteering as an option. In today's environment, if you have a computer and the right skills, the volunteer job need not be close to your home.

7. Set a timeframe for your volunteer job: Think about how many hours per week and for how long you would like to volunteer. If you want to list the volunteer job in your CV, you should consider volunteering for at least six months.

8. Be strategic: Think about how you would like to use this volunteering opportunity. There is nothing wrong with asking yourself what benefits you can derive from a particular volunteer position.

9. Treat your volunteer opportunity as you would a professional paying job

10. Get recognition: Be sure to get a letter of recommendation for your time. You should use the Benevol Dossier for Volunteering which is a document where you can list and describe any volunteer positions you have held. This Dossier is widely recognised in Switzerland (www.dossier-freiwillig-engagiert.ch).



Dear Reader,

This guide is designed to help international residents understand how to engage in volunteer opportunities in Luzern. It outlines the Canton's views on voluntary work, includes a comprehensive list of organisations needing volunteers and highlights key standards and legal requirements for volunteering. We hope this guide provides a good overview of the volunteer opportunities in Luzern.

How should you use this guide? As indicated above, this guide is intended to provide you with basic information about where to find volunteer opportunities in Luzern. After you have had a chance to review this guide, attend one of SIVO's discussion meetings and start planning how to find the perfect volunteer job for you.

The specific rules and details of the volunteer job ("Freiwilligeneinsatz") are worked out between the organisation involved and the volunteer. SIVO's primary role is facilitating the access to information and acting as a bridge between qualified international residents and local organisations.

Our goal is to update this guide every year. To become a part of this dynamic and valuable resource guide, please send me any comments or suggestions you may have so that we can incorporate them in future issues. This guide has been created, produced and published for the benefit of international residents, so we want to ensure it is providing the kind of information you need!

Evelin Bermudez
President
Swiss International Volunteer Organisation (SIVO)

Lieber Leser,

dieser Führer ist darauf ausgerichtet, internationalen Einwohnern aufzuzeigen, wie sie sich in der Freiwilligenarbeit in Luzern engagieren können.

Er geht auf die Sicht des Kantons bezüglich Freiwilligenarbeit ein und enthält eine umfassende Liste von Organisationen, welche Freiwillige benötigen. Er hebt auch die notwendigen Standards und rechtlichen Anforderungen betreffend Freiwilligenarbeit hervor.

Wir hoffen, dieser Führer verschafft Ihnen den notwendigen Überblick über die Möglichkeiten zur Freiwilligenarbeit in Luzern.

Wie sollen Sie diesen Führer gebrauchen?

Wie oben aufgeführt, ist dieser Führer dazu gedacht, Ihnen die grundlegenden Informationen zu Möglichkeiten von Freiwilligenarbeit in Luzern zur Verfügung zu stellen. Nachdem Sie die Möglichkeit gehabt haben, diesen Führer zu studieren, können Sie auch eines von SIVO's Diskussions-Treffen besuchen und damit zu planen beginnen, wie Sie das für Sie perfekt passende Freiwilligen-Engagement finden.

Die spezifischen Regeln und Details des Freiwilligeneinsatzes werden zwischen der involvierten Organisation und dem Freiwilligen ausgearbeitet. SIVO's hauptsächliche Rolle liegt bei der Erleichterung des Zuganges zu Informationen und bei der Brückenbildung zwischen qualifizierten internationalen Freiwilligen und lokalen Organisationen.

Unser Ziel ist es, diesen Führer jedes Jahr zu aktualisieren. Um Teil dieses dynamischen und wertvollen Hilfsmittels zu werden, darf ich Sie bitten, mir Kommentare und Vorschläge zu schicken, so dass wir diese in künftigen Auflagen berücksichtigen können. Dieser Führer wurde zum Wohl der internationalen Einwohner kreiert, produziert und publiziert, weshalb uns viel daran liegt, dass er diejenigen Informationen enthält, welche für Sie wichtig sind.



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Disclaimer

This is a SIVO service provided to international residents looking for volunteer opportunities in Luzern.

We have strived to create a very comprehensive list. If you are interested in finding out more about any of the organisations listed here, please contact them directly.

SIVO does not endorse the volunteer opportunities identified on the respective websites of the organisations listed here. Each organisation bears sole responsibility for the volunteer opportunities identified on their website, including but not limited to the organisation's selection of volunteers and the terms and conditions of participation regarding the volunteer opportunities themselves.

Danksagungen

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Das Kernteam von SIVO, das für die Produktion dieses Führers verantwortlich ist, besteht aus Evelin Bermudez, Ella Stuart und Michaela Zmek. Julia Zlatanova unterstützte das (Team in den Bereichen) Marketing.

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Disclaimer

Dies ist ein SIVO Beitrag, welcher sich an internationale Einwohner richtet, welche sich für Freiwilligenarbeit in Luzern interessieren.

Wir haben uns bemüht, eine umfassende Aufzählung zusammenzustellen. Falls Sie sich für eine der aufgeführten Organisationen interessieren, kontaktieren Sie diese bitte direkt.

SIVO unterstützt keines der auf den jeweiligen Webseiten aufgeführten Freiwilligen Projekte. Jede Organisation trägt die alleinige Verantwortung für die auf ihren Webseiten aufgeführten Aktivitäten, inklusive der durch die Organisation vorgenommenen Selektion von Freiwilligen und die Teilnahmebedingungen betreffend der jeweiligen Projekte.

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OUR MISSION AND HISTORY

The Swiss International Volunteer Organisation (SIVO) is a non-profit organisation founded in January 2016. SIVO's main objective is to support the integration process of international residents through volunteer work by providing them with opportunities to make a positive contribution to their communities as well as to acquire new social, professional and German language skills.

A Need Is Established

In November 2016, SIVO organised a workshop about the importance of engaging skilled international residents in volunteer work as a vehicle for their integration. Thirty-four participants representing the government, church, non-profit organisations and international residents discussed the opportunities for volunteering in Luzern. The meeting revealed the complexities and challenges of volunteering in Luzern, in particular:

- There are a large number of organisations involved in volunteer work operating independently, whose efforts are not necessarily co-ordinated.
- Volunteer opportunities are often hard to find and;
- Information is exclusively in German.

Participants at the meeting agreed that SIVO could play an important role as a bridge between local organisations and international residents. Several more concrete recommendations regarding SIVO's role were made. One suggestion included the compilation of information about volunteer opportunities in Luzern. This Guide represents the direct outcome of this meeting.

SIVO'S Current Programmes

- Strategic Volunteering Programme
- Awareness Raising – about volunteering as vehicle for integration
- Supporting Local Initiatives – working with asylum-seekers
- Corporate Volunteering
- Community Ambassadors Programme

To find out more about SIVO and its programmes, visit our website www.sivo.ch



UNSERE MISSION UND GESCHICHTE

Die „Swiss International Volunteer Organisation“ (SIVO) ist eine gemeinnützige Organisation, die im Januar 2016 gegründet wurde. Das Hauptziel von SIVO ist die Unterstützung des Integrationsprozesses gut ausgebildeter Ausländer, indem sie die Gelegenheit bekommen, durch Freiwilligenarbeit in ihrer Gemeinschaft positiv mitzuwirken und neue soziale, berufliche und sprachliche (Deutsch) Fähigkeiten zu erlangen.

Der Bedarf ist nachgewiesen.

Im November 2016 organisierte SIVO mit Unterstützung der Fachstelle Integration Stadt Luzern und der Dienststelle Soziales und Gesellschaft (DISG) des Kantons Luzern einen Workshop zum Thema der Wichtigkeit des Engagements von gut ausgebildeten Ausländern in Freiwilligenarbeit als Mittel zur Integration. 34 Teilnehmer, von der Kantonsregierung, Kirchenorganisationen, von Non-Profit Organisationen und auch internationale Einwohner selbst, diskutierten über die Möglichkeiten zur Freiwilligenarbeit in Luzern. Der Workshop zeigte die Herausforderungen und die Komplexität der Freiwilligenarbeit in Luzern auf, im speziellen:

- Es gibt eine grosse Zahl von Organisationen, die in Freiwilligenarbeit engagiert sind, deren Anstrengungen aber nicht nicht in jedem Fall koordiniert sind.
- Möglichkeiten zum Freiwilligeneinsatz sind oft schwierig zu finden
- Die Informationen sind nur in Deutsch erhältlich

Die Teilnehmer am Workshop stimmten darin überein, dass SIVO eine wichtige Rolle als Brücke zwischen lokalen Organisationen und internationalen Einwohnern spielen kann. Verschiedene konkrete Empfehlungen bezüglich der Rolle von SIVO wurden gemacht. Einer der Vorschläge betraf die Zusammenstellung der verfügbaren Informationen über Möglichkeiten der Freiwilligenarbeit in Luzern.

Dieser Führer ist also ein direktes Ergebnis dieses Workshops

SIVOs aktuelle Programme:

- „Strategic Volunteering Programme“
- Bewusstseinsbildung über Freiwilligenarbeit als Mittel zur Integration
- Unterstützung lokaler Initiativen - Arbeit mit Asylsuchenden
- „Corporate Volunteering“
- „Community Ambassadors Programme“

Um mehr über SIVO und seine Programme zu erfahren, besuchen Sie unsere Webseite: www.sivo.ch



Volunteering

VOLUNTEERING IN LUZERN

Whether you are looking for a new challenge, want to improve your professional skills and learn new ones or want to perfect your German language skills, volunteering can be instrumental in helping you integrate and achieve those objectives.

The link between voluntary work and integration has received widespread recognition in recent years. Engaging in volunteer activities leads to improved confidence among international residents in light of the contribution they can make to their local communities, which fosters a greater sense of self-worth. Being recognised by one's community for their volunteer contributions is an important aspect of belonging and therefore, integration.

In Switzerland, volunteering has deep roots. It is part of the culture. Volunteering in the social sector as well as in sports, education, culture and integration is a long standing tradition. Volunteers, in this context, play a pivotal role in everyday life. According to the Federal Statistics Office (FSO) in 2016, about 20 percent of the resident population aged 15 and older was involved in at least one formal or informal voluntary activity.

But how is voluntary work defined? The "Fach- und Vermittlungsstellen für Freiwilligenarbeit, BENEVOL Schweiz" (umbrella organisation for the placement of volunteer work in Switzerland) defines volunteer work as follows: "Volunteering is a social contribution to fellow human beings and the environment. It includes voluntary work and honorary engagements¹ and encompasses all forms of self-determined work free of charge outside of one's own family. "

Ob Sie eine neue Herausforderung suchen, Ihre beruflichen Fähigkeiten verbessern und neue erlernen oder ob Sie Ihre Deutschkenntnisse vertiefen wollen: Freiwilligenarbeit kann Ihnen beim Erreichen dieser Ziele und auch bei der Integration helfen.

Die Verbindung zwischen Freiwilligenarbeit und Integration hat in den letzten Jahren weite Beachtung erlangt. Ein Einsatz als Freiwilliger führt zu einem besseren Selbstvertrauen bei internationalen Einwohnern in Anbetracht des Beitrages, den sie für ihre lokale Gemeinschaft leisten können, welcher ein Gefühl der Wertschätzung fördert.

Die Freiwilligenarbeit ist in der Schweiz tief verwurzelt. Sie ist Teil der lokalen Kultur. Sich freiwillig im Sozialbereich als auch im Sport, bei der Bildung, bei Kultur und Integration zu engagieren hat lange Tradition. Freiwillige spielen deshalb eine wichtige Rolle im Alltag. Gemäss dem Bundesamt für Statistik sind etwa 20% der Bevölkerung über 15 Jahren bei einer offiziellen oder informellen Freiwilligentätigkeit involviert.

Wie wird Freiwilligenarbeit definiert? Die Fach- und Vermittlungsstelle für Freiwilligenarbeit, Benevol Schweiz (Dachorganisation für die Vermittlung für Freiwilligenarbeit in der Schweiz), definiert Freiwilligenarbeit wie folgt: "Freiwilligenarbeit ist ein gesellschaftlicher Beitrag an Mitmenschen und Umwelt. Sie schliesst freiwilliges und ehrenamtliches Engagement ein und umfasst jegliche Formen unentgeltlich geleisteter, selbstbestimmter Einsätze ausserhalb der eigenen Familie."

Freiwilligenarbeit wird charakterisiert durch die folgenden Eigenschaften:

- Sie ist produktive Arbeit, die freiwillig und aus eigenem Antrieb gemacht

Voluntary work is characterised by the following features:

- It is productive work carried out voluntarily and through one's own decision, that is, there is no legal obligation to enter into a commitment.
- It is distinguished from professional work in that the work is not remunerated.
- It complements and supports paid work, but does not compete with it. To this end, volunteer assignments must be limited in time.
- For the most part, they are oriented towards the benefit of the community as a service to the people or the environment.
- As indicated above, in principle it is carried out without monetary remuneration. The reimbursement of expenses and/or recognition gifts are not considered as remuneration.

Types of Voluntary Work

Volunteering can be either formal or informal. Formal volunteering refers to activities that take place within an organisation in a structured way. These can be a small community group consisting entirely of volunteers, large organisations such as Caritas or small local non-profit organisations (e.g. HelloWelcome, SIVO). According to the Freiwilligen-Monitor, a Swiss Volunteer Survey sponsored by Migros Culture Percentage and supported by the Federal Statistical Office (FSO), about 35 percent of the residents in Canton Luzern engage in formal volunteer jobs. Men are more likely than women to engage in formal voluntary work.

wird, d.h. es gibt keine gesetzliche Verpflichtung, einen Auftrag anzunehmen.

- Sie unterscheidet sich von professioneller Arbeit dadurch, dass die Arbeit nicht vergütet wird.
- Sie unterstützt und ergänzt bezahlte Arbeit, aber konkurriert nicht damit. Aus diesem Grund müssen freiwillige Einsätze zeitlich limitiert sein.
- Zum grössten Teil sind die Einsätze zum Wohle der Gemeinschaft, als Dienst an Mitmenschen oder der Umwelt.
- Wie oben aufgeführt, wird Freiwilligenarbeit grundsätzlich nicht vergütet. Die Rückerstattung von Ausgaben und/oder Anerkennungs-Geschenken sind nicht als Vergütung anzusehen.

Arten der Freiwilligenarbeit Freiwilligenarbeit kann formell und informell sein.

Formelle Freiwilligenarbeit bezieht sich auf Aktivitäten, die innerhalb einer Organisation auf eine strukturierte Art erbracht werden. Die kann eine kleine Gruppe einer Gemeinschaft sein, welche vollständig aus Freiwilligen besteht, oder auch eine grosse Organisation wie Caritas oder kleine lokale non-profit Organisationen (z.B. HelloWelcome, SIVO).

Gemäss dem „Freiwilligen-Monitor“, einer Erhebung der Freiwilligen-Tätigkeit im Auftrag des Kulturprozents der Migros und unterstützt vom Bundesamt für Statistik, engagieren sich etwa 35% der Luzerner Wohnbevölkerung in formeller Freiwilligenarbeit. Männer engagieren sich häufiger als Frauen in formeller Freiwilligenarbeit.

Innerhalb der formellen Freiwilligentätigkeit wird eine Unterscheidung gemacht

Within this type of formal voluntary work, a distinction is made between basic voluntary work and positions held as “honorary officers”. The latter refers to positions held on a management board (association board, foundation council, town council etc.) and is usually determined by an election, appointment or assignment. The distinction is made for research purposes and to aid in the analysis of the levels of volunteer engagement in Switzerland.

Informal volunteering, which can be one component of social capital, takes place outside fixed organisational structures. It refers to a wide range of different kinds of mutual help and cooperation between individuals within communities, for example babysitting for a friend or checking on an elderly neighbour. According

zwischen grundlegender Freiwilligenarbeit und Positionen, die ehrenamtlich ausgeführt werden. Letzteres bezieht sich auf Positionen, die eine Vorstandstätigkeit beinhalten (Vorstand, Stiftungsrat, Stadtrat etc), für welche man gewählt, ernannt oder berufen wurde. Die Unterscheidung ist für Forschungszwecke gemacht worden und hilft in der Analyse der verschiedenen Ebenen der Freiwilligenarbeit in der Schweiz.

Informelle Freiwilligenarbeit, welche eine Komponente des Sozialkapitals sein kann, findet ausserhalb definierter Organisationsstrukturen statt. Sie bezieht sich auf eine grosse Vielfalt von gegenseitiger Hilfe und Kooperation zwischen Individuen innerhalb einer Gemeinschaft, z.B. Babysitting für einen Freund oder eine kurze Nachfrage nach dem Befinden eines älteren Nachbarn. Gemäss dem Freiwilligen-



to the Freiwilligen-Monitor, about 46 per cent of the residents in Canton Luzern engage in informal volunteering. Women are more likely than men to engage in informal volunteering.

This guide focuses on formal volunteering.

Volunteering in Government-led Initiatives

According to the Luzern government, voluntary work is an important element of the government system. Several departments or divisions rely on volunteers for specific projects. The different departments promote, coordinate, support the work of volunteers and benefit from their participation.

For example, the Fachstelle für Altersfragen der Stadt Luzern (Dienstabteilung Alter und Gesundheit) concerns itself

Monitor engagieren sich etwa 46% der Bevölkerung des Kantons Luzern in informeller Freiwilligenarbeit. Frauen engagieren sich häufiger als Männer in informeller Freiwilligenarbeit.

Freiwilligenarbeit bei Initiativen der Regierung

Gemäss dem Stadtrat von Luzern ist Freiwilligenarbeit ein wichtiger Bestandteil von Projekten.

Mehrere Departemente oder Abteilungen verlassen sich für spezifische Projekte auf Freiwillige. Die verschiedenen Abteilungen fördern, koordinieren und unterstützen die Arbeit von Freiwilligen und profitieren von deren Teilnahme.

Die Fachstelle für Altersfragen der Stadt Luzern (Dienstabteilung Alter und Gesundheit) beschäftigt sich mit der Förderung von Freiwilligenarbeit für Menschen in der 60+ Generation. Die Fachstelle

with the promotion of voluntary work for people in 60+ generation. The Fachstelle works together with win60plus, an organisation which facilitates the hiring of volunteers belonging to the 60+ generation and with Luzern60plus which is a government supported internet platform that advocates for issues affecting the 60+ generation. The "Dienstabteilung Stadtentwicklung" supports activities organised at the district level for which volunteers are essential. For more information, you can visit the website: www.quartiere-stadtluzern.ch. Similarly, the Department for Social Services (Dienstabteilung Soziale Dienste) has set up voluntary activities in various areas and acts as an intermediary and coordinator. Look at the section titled Government Agencies in this guide.

Specific projects initiated at the Canton or City level in collaboration with a partner organisation are usually advertised through the specific government office website. For this, being able to understand and converse in German is essential.

Volunteer opportunities through the various municipalities (Gemeinde) can be found by contacting your local government. A list of phone numbers of every "Gemeinde" in Canton Luzern can be found under: www.lu.ch/gemeinden. In this case, some basic knowledge of German will be useful but don't be discouraged. Your community members will welcome your initiative and desire to participate in local activities.

Volunteering with the Church, Neighbourhood Associations, International Clubs and other Non-Profit Organisations

Volunteer opportunities come in all shapes and forms. One can volunteer in sports and cultural associations, interest

arbeitet mit win60plus zusammen, eine Organisation, welche den Einsatz von Freiwilligen der Generation 60+ vermittelt, und mit Luzern60plus, einer von der Regierung (welche Regierung? Der Stadtrat wird nicht „Regierung“ genannt. Nur der Regierungsrat des Kantons oder der Bundesrat wird Regierung genannt. Wenn es also die Kantonsregierung ist: „einer von der Luzerner Regierung..“) unterstützten Internet-Plattform, welche sich für Belange der 60+ Generation einsetzt.

Die "Dienstabteilung Stadtentwicklung" unterstützt Aktivitäten auf Quartierebene, für deren Durchführung die Teilnahme von Freiwilligen essentiell ist. Für mehr Informationen können Sie die Webseite www.quartiere-stadtluzern.ch besuchen. Vergleichbar dazu hat die Dienstabteilung Soziale Dienste Aktivitäten von Freiwilligen in verschiedenen Bereichen etabliert und waltet als Vermittler und Koordinator.

Spezifische Projekte, welche auf kantonaler oder städtischer Ebene zusammen mit einer Partnerorganisation durchgeführt werden, werden in der Regel über die entsprechende Webseite bekannt gemacht. Dies kann den Miteinbezug von Einwohnern internationaler Herkunft schwierig machen, da das Navigieren durch die verschiedenen offiziellen Webseiten eine Herausforderung sein kann.

Spezifische Projekte, welche vom Kanton oder der Stadt in Zusammenarbeit mit einer Partnerorganisation durchgeführt werden, werden normalerweise über die Webseite der jeweiligen Regierungsstelle bekannt gemacht. Um daran teilzunehmen, ist ein gutes Verständnis der deutschen Sprache unabdingbar.

Möglichkeiten zur Freiwilligenarbeit durch die verschiedenen Gemeinden kann durch Kontaktaufnahme zur lokalen Regierung in Erfahrung gebracht werden. Eine Liste mit den Telefonnummern jeder Gemeinde im Kanton Luzern kann unter <http://www.lu.ch/gemeinden> gefunden werden. Eine



groups, church institutions, social and charitable organisations. Lately, some start-ups have started to rely on strategic volunteers to manage or implement specific projects. Although detailed information regarding start-ups has not been included in this guide, see the last section in the list of organisations for information on SIVO's Strategic Volunteering Programme with start-ups.

Usually most clubs and associations function on a membership basis and the members themselves "volunteer" their time to manage and administer the work of the association, with a binding volunteer commitment for a period of time.

Other types of non-profit organisations require volunteers for office administration assistance such as reception duties, typing and research. Organisations also often seek volunteers to help out at busy times with publicity campaigns or fundraising drives. Potential activities, in this context, can include financial management, public relations and developing social media campaigns.

The first step for any prospective volunteer is to decide why you want to volunteer. If the goal is learning the local language and interacting with locals, SIVO recommends volunteering through your local government offices (Gemeinde), schools, local library, local associations or neighbourhood associations (Quartiervereine). Volunteer work can be a vehicle for integration but you have to go outside of your comfort zone, take the leap, learn the language and put yourself in situations where you will be expected to speak German.

If your goal is utilising your professional skills or gaining new ones, the above suggestions are still valid possibilities

Basiswissen der deutschen Sprache ist dabei hilfreich, aber lassen Sie sich dadurch nicht entmutigen. Ihre Gemeindeglieder werden Ihre Initiative und Ihren Wunsch, an den lokalen Aktivitäten teilzunehmen, zu schätzen wissen!

Freiwilligenarbeit mit der Kirche, Quartiervereinen, internationalen Clubs und anderen Non-Profit-Organisationen

Gelegenheiten zur Freiwilligenarbeit kommen in allen Schattierungen und Formen. Man kann sich in Sport- und Kulturvereinen engagieren, bei Interessensgruppen, bei kirchlichen Institutionen, bei sozialen und Wohltätigkeitsorganisationen. Seit kurzem haben sogar Start-ups begonnen, sich auf strategische Freiwillige zu verlassen, um spezifische Projekte zu überwachen oder zu implementieren. Auch wenn spezifische Informationen zu Start-ups nicht in diesen Ratgeber eingeschlossen worden sind, möchten wir Sie doch auf das letzte Kapitel mit der Liste der Organisation aufmerksam machen, wo Sie Informationen zu "SIVO's Strategic Volunteering Programme" mit Start-Ups finden können.

Normalerweise funktionieren die meisten Clubs und Vereine auf der Basis von Mitgliedschaft und die Mitglieder selbst stellen ihre Zeit freiwillig zur Verfügung, um die Vereinsarbeiten zu erledigen, mit einer bindenden Verpflichtung für eine bestimmte Zeit.

Andere Arten von Non-Profit-Organisationen benötigen Freiwillige für Büroarbeiten wie Empfang, Schreiben und Forschung. Organisationen suchen oft Freiwillige, um zu besonders geschäftigen Zeiten mit öffentlicher Werbung oder Spendensammlungen auszuhelfen. Mögliche Aktivitäten in diesem Zusammenhang beinhalten Finanzmanagement, Werbung und die Entwicklung von Kampagnen in den sozialen Medien.

but you should also consider targeting issue-specific non-profit organisations (e.g. environmental, educational, etc).

Remarkably it appears that only some non-profit organisations possess the knowledge to strategically maximise the benefits of volunteer engagement. Leaders of non-profit organisations have grown accustomed to seeing their roles defined in terms of the need to leverage tight resources, fulfil their mission, meet their objectives and advance organisational development. Too few have made the connection between meeting those goals and creating an effective system for the volunteer engagement of skilled international residents. But this challenge should not deter volunteers from approaching a non-profit organisation not listed in this guide to offer their services. Trends in volunteering are changing rapidly and it is only a matter of time until more organisations recognise the value of skilled volunteers engaging strategically, capture this workforce and capitalise on the opportunities it presents.

Der erste Schritt für jeden prospektiven Freiwilligen ist, sich zu entscheiden, weshalb man sich engagieren möchte. Wenn das Ziel das Erlernen der lokalen Sprache und die Interaktion mit der Wohnbevölkerung ist, empfiehlt SIVO, sich an die Gemeinde, die Schule, die ortsständige Bibliothek, die lokalen Vereine oder den Quartierverein zu wenden. Freiwilligenarbeit kann ein wunderbares Mittel zur Integration sein, aber man muss bereit sein, seine Komfortzone zu verlassen, den Sprung zu wagen und die Sprache zu erlernen, in dem man sich auch in Situationen begibt, in denen das Sprechen der deutschen Sprache erwartet wird.

Wenn das Ziel ist, seine professionellen Fähigkeiten einzusetzen oder neue zu lernen, sind die oben aufgeführten Empfehlungen immer noch gültig, aber Sie sollten sich auch überlegen, Themen-spezifische Non-Profit-Organisationen (Umwelt, Erziehung etc) anzupeilen.

Erstaunlicherweise scheinen nur wenige Non-Profit Organisationen das Wissen zu besitzen, um den Nutzen der Freiwilligen





«Gutes tun tut gut!»

_ Engagieren Sie sich bei einem Freiwilligeneinsatz bei Caritas Luzern!
Auf unserer Website finden Sie viele spannende Einsatzmöglichkeiten.

www.caritas-luzern.ch/freiwillige

SIVO recognises that voluntary work should not compete with paid employment. Nonetheless, voluntary work can provide an incredible opportunity for international residents wishing to integrate in the labour market force. To assist non-profit organisations in this context, SIVO is in the process of building a body of knowledge to highlight the value of skilled volunteer labour and developing effective practices for the volunteer engagement of international residents.

Guidelines and Standards for Voluntary Work

The Luzern Government is guided by the “Standards for Voluntary Work” developed by Benevol Schweiz and recommends organisations engaged in voluntary work to follow these standards (see Benevol’s standards in this guide). The standards enable a conscious and explicit collaboration with volunteers. They are binding arrangements and are primarily intended for institutions where professional staff and volunteers work together. For smaller, less formalised clubs or associations, which work exclusively on a voluntary basis, the standards are only applicable to a limited extent, given that the continuous monitoring of volunteers is difficult. In other words, these standards are intended as guiding principles as opposed to binding requirements between the volunteer and the organisation.

Training and Capacity Building

Many organisations like Benevol Luzern, Caritas Luzern and the Church offer training and capacity building courses. These courses are available mostly in German. In the future, SIVO plans to offer volunteer training workshops in English for newcomers. We will partner with

arbeit zu maximieren. Die Vorsitzenden von Non-Profit Organisationen haben sich daran gewöhnt, mit wenig Ressourcen auszukommen, ihre Mission zu erfüllen, die Vorgaben zu erreichen und die Entwicklung der Organisation voranzutreiben. Viel zu wenige haben verstanden, die Verbindung herzustellen zwischen dem Erreichen dieser Ziele und dem Aufbau eines effizienten Systems für das Engagement von gut ausgebildeten Zugewanderten. Diese Probleme sollten Freiwillige nicht davon abhalten, auch Non-Profit Organisationen ihre Dienste anzubieten, die nicht in diesem Ratgeber (how to translate it?) aufgeführt sind. Trends in der Freiwilligenarbeit verändern sich rasch und es ist nur eine Frage der Zeit, bis mehr Organisationen den Wert von gut ausgebildeten Zugewanderten erkennen und diese Arbeitskraft strategisch einsetzen und von den Möglichkeiten profitieren, welche sich dadurch bieten.

SIVO anerkennt, dass Freiwilligenarbeit bezahlte Arbeit nicht konkurrieren soll. Nichtsdestotrotz kann Freiwilligenarbeit für internationale Einwohner, welche sich in den Arbeitsmarkt integrieren wollen, eine unglaublich wertvolle Gelegenheit darstellen. Um Non-Profit Organisationen in diesem Zusammenhang zu unterstützen, ist SIVO daran, einen Wissensschatz aufzubauen, um den Wert der qualifizierten Arbeitskräfte hervorzuheben und wirksame Methoden zu entwickeln für den Einsatz von freiwilligen (??) internationalen Einwohnern (Vorschlag: (...), die Freiwilligenarbeit leisten wollen).

Standards für Freiwilligenarbeit

Die Luzerner Regierung hält sich an die „Standards für Freiwilligenarbeit“, welche von Benevol Schweiz festgelegt wurden und empfiehlt Organisationen, die sich in der Freiwilligenarbeit engagieren, ebenfalls diesen Standards zu folgen (vgl. Be-

key local organisations to ensure the training and capacity building provided is consistent with overall standards.

nevol Standards in diesem Ratgeber). Diese Standards ermöglichen eine bewusste und angebrachte Zusammenarbeit mit Freiwilligen. Sie sind eine bindende Regelung und sind vor allem gedacht für Institutionen, bei denen eine professionelle Belegschaft mit Freiwilligen zusammenarbeitet. Für kleinere, weniger formelle Clubs oder Vereine, welche ausschliesslich auf freiwilliger Basis funktionieren, sind diese Standards nur bedingt anwendbar, da die kontinuierliche Überwachung der Freiwilligen schwierig ist. In anderen Worten sind in diesem Fall die Standards gedacht als Wegweiser und nicht als bindende Anforderung zwischen den Freiwilligen und der Organisation.

Schulungen und Kapazitätsentwicklung

Viele Organisationen wie Benevol Luzern, Caritas Luzern und die Kirche bieten Schulungen an. Die Kurse sind meist auf Deutsch. In der Zukunft plant SIVO, Weiterbildungskurse für Neuankommende in Englisch anzubieten. Wir werden mit lokalen Schlüsselorganisationen zusammenarbeiten, um den Standards zu entsprechen.

Cantonal and City Government Agencies

Kanton Luzern

Dienststelle Asyl- und Flüchtlingswesen

Abteilung Integrationsmassnahmen

Koordinationsstelle Freiwilligenarbeit

Gibraltarstrasse 3

Postfach 2544

6003 Luzern

T 041 228 39 89

freiwillige.daf@lu.ch

https://daf.lu.ch/ueber_uns/Abteilungen/integrationsmassnahmen/Freiwilligenarbeit

Many voluntary private individuals and organisations are involved in the canton's asylum and refugee system. They support asylum seekers and refugees by providing German lessons, organising game afternoons and supporting the work of the municipalities. The "Koordinationsstelle Freiwilligenarbeit" is responsible for coordinating all activities at the cantonal level.

Stadtentwicklung

Bereich Quartierentwicklung

This government division supports the district associations in the implementation of various projects for which volunteers are needed.

The following website has all the information with regards to different districts in the City of Luzern and the projects they are supporting: www.quartiere-stadtluzern.ch

Stadt Luzern

Fachstelle für Altersfragen

Sozialdirektion der Stadt Luzern

Alter und Gesundheit (AGES)

Hirschengraben 17 6002 Luzern T 041 208 81 38

www.stadtluzern.ch

Select "Themen"

Then select "Alter & Gesundheit" in the black box on the left hand side

Then click on "Altern in Luzern"

The Fachstelle für Altersfragen is the division responsible for matters dealing with the ageing population, including policies and initiatives affecting this target group. The division supports Luzern60Plus.

Luzern60Plus

<https://www.luzern60plus.ch>

Luzern 60plus is a state-run internet platform designed to encourage the active participation of older generations in society and deals with age-related policy issues affecting the 60+ generation. It regularly lists current volunteer opportunities on its website.

Stadt Luzern
Soziale Dienste
Obergrundstrasse 2 6002 Luzern
www.sozialedienste.stadtluzern.ch

Projects:

1 Schreibdienst, Steuerklärungsdienst, Wohncoaching
Sozial Info REX
T 041 208 72 72
sozialinfo@stadtluzern.ch

2 Private Beiständinnen und Beistände
Fachstelle für private Beistände T 041 208 73 54 privatebeistaende@stadtluzern.ch

Social Info REX needs volunteers to support people living in an unstable living situation or who are threatened with losing their house. Volunteers help residents of the City of Luzern read and write administrative and business correspondence, applications, objection letters or complete forms.

Volunteers are also needed to assist people when filling out tax declaration forms (Steuerklärungsdienst) and when renting accommodation (Wohncoaching).

Finally, the "Fachstelle für private Beistände" needs volunteers to accompany people in great need of assistance in their everyday life. They are people who suffer from psychiatric disabilities and mental illness. Volunteers can provide invaluable personal support.

Stadt Luzern
Fachstelle Integration
Obergrundstrasse 1
6002 Luzern
T 041 208 87 11
integration@stadtluzern.ch
www.integration.stadtluzern.ch

In Luzern there are many integration programmes and intercultural networks that depend on volunteers. See www.integrationsangebote.stadtluzern.ch for more.



Church

Römisch-katholische Landeskirche des Kantons Luzern

Fachbereich
Pastoral Herr Gregor Gander
Leiter Fachbereiche
Abendweg 1 6000 Luzern T 041 419 48 56
gregor.gander@lukath.ch <http://www.lukath.ch/freiwillig/>

There are many opportunities to get involved with the church at the cantonal level. Some German language knowledge is necessary. The "Landeskirche" also offers volunteer training courses in German.

Katholische Kirchgemeinde Luzern Geschäftsstelle
Brünigstrasse 20 6005 Luzern T 041 229 99 00
info@kathluzern.ch <http://www.kathluzern.ch/engagement/freiwillig-im-einsatz.html>
The best way to get involved in church activities at the city level is to contact your local parish. The link above will provide you with the contact information which is located on the right-hand side.

Reformierte Kirche Kanton Luzern
<http://reflu.ch/freiwilligenarbeit/>
To get involved it is best to go through your local church. For a complete list go to: <http://reflu.ch>, then click on "Kirchgemeinden" on the left hand side, then click on your corresponding "Gemeinde", then "Kontakt" on the left hand side.

If you live in the City of Luzern go to: <http://refstadtluzern.ch/freiwilligenarbeit/>

Contacts:

Reformierte Kirche Stadt Luzern
Sekretariat Morgartenstrasse 16 6003 Luzern T 041 227 83 21
sekretariat.stadtluzern@lu.ref.ch

Diakonie

Lukas
Yvonne Lehmann Sozialdiakonin
T 041 227 83 22
yvonne.lehmann@lu.ref.ch

Matthäus
Heinz Kernwein Sozialdiakon
T 041 410 23 89
heinz.kernwein@lu.ref.ch

International Church of Luzern
Pastor Markus Schmid
T 041 240 29 64 pastor@icl.ch
www.icl.ch
It is the only church in the Canton of Luzern with an English speaking congregation and welcomes people from across every conceivable nation, ethnic, economic and denominational barrier. Contact them to help out at their Sunday school.

Neighbourhood Associations

This section provides some examples of Quartier Vereine or neighbourhood based associations that accommodate people living in the local area. Some require newcomers to pay a membership fee to officially join, while others do not or otherwise waive the fee provided that the new member is actively engaged and does regular volunteer work. Want to get involved in your neighbourhood? Contact your local Gemeinde for more about available associations and projects or visit www.quartiere-stadtluzern.ch.

Selected Sample

Sentitreff

Heidi Rast

Coordinator

hrast@sentitreff.ch www.sentitreff.ch

Sentitreff is a meeting place on Baselstrasse founded by members of the neighbourhood and relies on volunteers to help with regular events and activities. It is a place for Swiss locals and people with migration backgrounds to come together.

Treffpunkt Stutzegg

Michael Merkle

Baselstrasse 75 6003 Luzern T 041 240 05 67

michael.merkle@stutzegg.ch www.stutzegg.ch

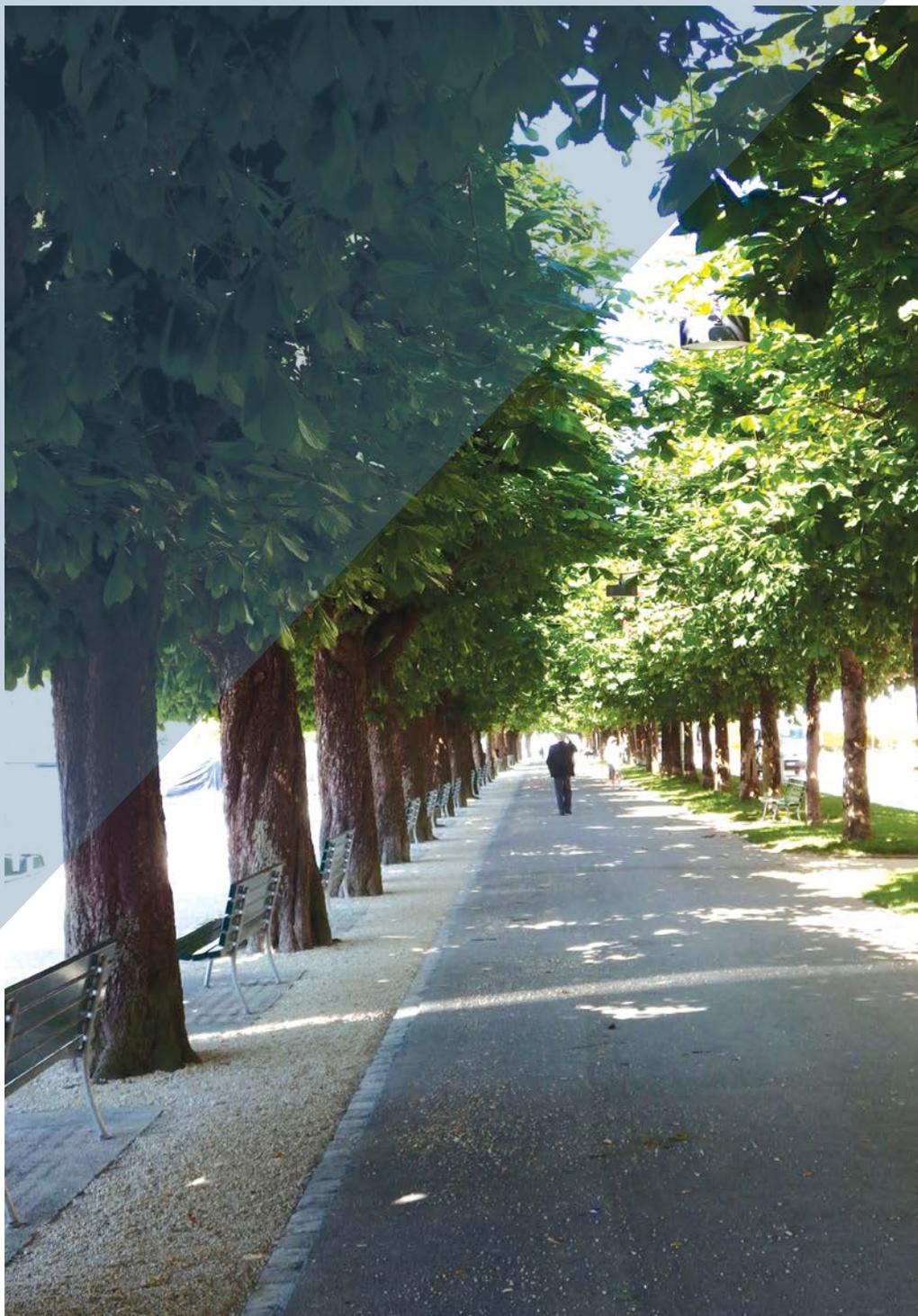
Treffpunkt Stutzegg is a place to 'eifach sii' - just be, and find people with time to talk, to play, paint, meditate etc. Volunteers are encouraged to help with keeping the house in order and spending time chatting with guests. Find more information on their webpage.

Verein Zusammen leben Maihof-Löwenplatz ZML

Weggismattstrasse 9 6004 Luzern T 041 229 93 12

info@z-m-l.ch www.z-m-l.ch

This neighbourhood association welcomes people living in the Maihof-Löwenplatz area. They have regular get-togethers including yoga, German classes, child-care and dinner events. There is a small membership fee and members are welcome to help out with projects and events that interest them.





Strategic Volunteering: A Path to Changing Your Career or Returning to Work



Strategic volunteering means aligning the skills you have or want to develop with your volunteer job and with your desired career objectives.

Explaining a career gap on a résumé is a difficult challenge women face. This, compounded by a lack of strong professional networks, language barriers and outdated skill sets, can make re-entering the workforce nearly impossible. So how can women prepare for returning to work after taking a career break to care for children or ageing parents?

Strategic volunteering offers women an opportunity to rebuild their professional confidence, to prove their worth and to enhance their professional credibility.

During its ongoing pilot phase 2016-2017, SIVO's Strategic Volunteering Programme is striving to help women who have taken a career break and are interested in going back to work to find a strategic volunteer position within a non-profit organization or start-up.

We create opportunities!



www.sivo.ch

International Associations, Clubs and Expatriate Fora

There are a large number of international and expatriate based clubs in Lucerne that rely on volunteers. This is just a taste of what's on offer. For a more comprehensive list, refer to FABIA (Fachstelle für die Beratung und Integration von Ausländerinnen und Ausländer) and their website (under the heading „Vernetzung“ look for a document called 'Organisationen und soziale Netzwerke von/mit Migrant/innen') www.fabialuzern.ch

INTERNATIONAL

International Women's Club Lucerne (IWCL)

www.iwcl.net

The principal aim of IWCL is to bring women together from all nationalities and all walks of life. Its common language is English. Check out their website for regular activities e.g. coffee mornings, cultural events, family days, hiking and walking groups etc.

LiLi Centre

Charlie Hartmann

Alpenquai 40a 6005 Luzern T 041 500 80 55

info@lilicentre.ch www.lilicentre.ch

The LiLi Centre is a community centre and provides a space for international residents and internationally minded locals to meet, share experiences and network. The centre needs volunteers for the general upkeep of the space (opening, closing etc.). You can sign up for a 3 hour shift on their website.

LivinginLuzern

Charlie Hartmann

Alpenquai 40a 6005 Luzern T 041 500 80 55

www.livinginluzern.swiss

LivinginLuzern's mission is to provide international residents with the opportunity to thrive socially and professionally in Switzerland. Visit their comprehensive website for general information on living in Luzern and connecting with likeminded internationals.

Swiss American Society Lucerne

Helen Houseman

fam.houseman@gmail.com www.sasl-lucerne.ch

The Swiss American Society Lucerne (SASL) welcomes members from all nations to celebrate classic American and Swiss traditions. The Board organises events and oversees the running of the club. They are always on the lookout for volunteers willing to help. Please contact Helen Houseman to find out more.

REGION/COUNTRY SPECIFIC

Association Africaine en Suisse Centrale AAS

Domingos Luneno Obermauerstrasse 35 6010 Kriens T 041 320 91 25

aas.afrika@bluewin.ch The goal of this organisation is the integration of Africans and the promotion of understanding between African and Swiss people. It also fights against racism, discrimination and informs about Swiss law.



**FÜR ERFOLGREICHE
SCHWEIZER
SPORTEVENTS!**

Freiwilligenarbeit für perfekte Bedingungen

Swiss Volunteers unterstützt Sportveranstalter bei der Suche, Vermittlung und Betreuung von Freiwilligen für Sportanlässe.

Einfach, günstig und effizient – damit jeder Event zum Erfolg wird.

SWISSVOLUNTEERS.CH

Ein Projekt von SwissTopSport.

Alliance Francaise de Lucerne

Marie-Therese Note Büelstrasse 29 6052 Hergiswil T 041 534 30 08

president@af-lu.org www.af-lu.org

Maintenance of social contacts and cultural interests of French speakers in Lucerne.

Associazione Campana Lucerna

Pietro Lardieri

Postfach 7007, Hirschengraben 6000 Luzern www.associazionecampana.ch

Maintenance of social contacts and cultural interests of Italians in Luzern.

Asociacion de Invalidos y Pensionistas Españoles

Miguel Sanchez

Güterstrasse 20 Postfach 2012 6000 Luzern 5 T 041 534 96 90

aipel@hispeed.ch www.aipel.ch

This club is for the Spanish speaking population of the region. It provides guidance for the retired and those in need.

Dzemat der islamischen Gemeinschaft Luzern

Emmenweidstrasse 4 6020 Emmenbrücke T 041 260 29 68

odbor@dzematluzern.ch www.dzematluzern.ch

Devoted to maintaining social and religious contacts, providing guidance in religious matters and opportunities to meet.

Portugal Club

Jose Fernando

Ubert da Cunha Stengelmattstrasse 14 6252 Dagmersellen T 079 264 43 88

Maintenance of social contacts and cultural interests of Portuguese in Lucerne.

Tamil Mandram

Tharumbalan Thiyagarajah

Luzernerstrasse 127 6014 Luzern T 041 360 86 54 T 079 616 21 74

info@tamilmandram.ch www.tamilmandram.ch

This organisation is focused on strengthening the cultural identity and integration of Tamil members in Canton Lucerne. They offer Tamil and German language courses and computer courses, have their own library and offer counsel to Tamil families in Switzerland.

Türkisch-schweizerischer Kulturverein Hitzkirch

Hürriyet Jenni

6285 Hitzkirch T 078 637 38 17

h.jenni-ayata@bluewin.ch

The club's goal is cultural exchange between Swiss and Turkish families as well as the promotion of language and culture. The meeting spot is Café Hilti.

Verein für Deutsche in der Schweiz

Matthias Estermann

Maihofstrasse 83 6006 Luzern T 041 500 51 15

me@deutsch-schweiz.ch www.deutsch-schweiz.ch

Provides guidance and tips to Germans new to Switzerland.

SIVO Project: Eltern-Kind Singen & Basteln

In May 2016, volunteers started the Eltern-Kind Singen & Basteln sessions for parents and children every Friday morning. Throughout 2016, volunteers held a total of 18 playgroup sessions. Together with SIVO Team Members, they also attended a Christmas party organised by the staff at the **asylum seekers centre** in Emmenbrücke. During the playgroup sessions the children their mothers for the most part sang **songs in German and English** and did craft projects. A total of 12 families attended the playgroup sessions throughout 2016. Due to the emphasis on teenagers at the centre in Emmenbrücke, in January 2017, the team of volunteers moved the playgroup sessions to the centre in Ebikon where the need was greater. This change is presenting some challenges as it takes time to build trust between the volunteers and the participants. The volunteers' efforts have to be commended as they spend time every week preparing for the Friday morning **playgroup sessions**, coming up with new **craft project ideas** and thinking of innovative ways to engage the families.

This project is managed and implemented by four dedicated volunteers: Manuela Amrhein, Gökçe Balcık, Anya Heini and Karolina Huber.



Other Non-Profit Organisations & Events

Alzheimervereinigung Luzern

Sandra Baumeler Manager

6000 Luzern T 041 240 80 36

sandra.baumeler@alz.ch www.alz.ch

Alzheimervereinigung Luzern is there to support dementia and Alzheimer sufferers and their loved ones. Contact them for ways to volunteer.

Aqua Forum Rosenberghalde 4 6004 Luzern T 041 420 94 94 info@aquaforum.ch www.aquaforum.ch

This forum is a place to discuss and exchange opinions and focuses on clean water and healthy nutrition programmes in Third World countries. Volunteers of various professional backgrounds are encouraged to contact them for more information.

Benevol Luzern

Postfach 6210 Sursee T 041 211 02 30

info@benevol-luzern.ch www.benevol-luzern.ch www.benevol-jobs.ch

Benevol Luzern is the only specialist department in the Canton that advocates all forms of volunteer work. A wide range of volunteer positions can be found online under benevol-jobs.ch according to your location. See ad in this guide.

Blaues Kreuz/Blue Cross Aargau/Luzern

Lilian Studer

Herzogstrasse 50 5000 Aarau T 062 837 70 17

aglu@blaueskreuz.ch www.blaueskreuz.ch

The Blue Cross devotes itself to helping people with alcohol problems or addiction. Volunteers can help with prevention, the low-threshold supervision of alcohol-free meetings, lunches and holidays or work in one of the two BrockiShops (second hand stores) in Aarau.

Caritas Luzern Freiwilligenarbeit

Brünigstrasse 25 6002 Luzern T 041 368 52 94

freiwilligenarbeit@caritas-luzern.ch www.caritas-luzern.ch

Caritas is engaged in helping people in poverty and fostering social and occupational integration. Volunteer opportunities may include working in the Caritas-Markt, sponsorship, accompanying people in need (elderly, prison inmates, German language tandems etc.). Some German knowledge is required to participate in all activities. See ad in this guide.

Fachstelle Sehbehinderung Zentralschweiz fsz

Gisela Kretz

Maihofstrasse 95c 6006 Luzern T 041 485 41 41

info@fs-z.ch www.fs-z.ch

The fsz needs volunteers to keep people with visual impairments company (going for walks, having a coffee, helping them make it to appointments).

Genossenschaft Zeitgut

Rosenbergstrasse 3 6003 Luzern T 079 369 57 51

info@zeitgut.org www.zeitgut.org

The purpose of Zeitgut is to encourage and foster neighbourly behaviour. Professional care is left to Spitex, but you can help by simply spending time with others. Accompany a neighbour to the doctor's, plant flowers on someone's balcony in spring, change light-bulbs, pay someone a visit, cook and eat together or assist in administrative tasks.

HelloWelcome

Rita Überschlag

HelloWelcome

Kauffmannweg 7 6004 Luzern

T 041 - 420 07 52 T 078 876 93 73

ueberschlag.rita@bluewin.ch www.hellowelcome.ch

HelloWelcome is a place for refugees, asylum seekers, immigrants and locals to meet, exchange, attend courses, converse in German, drink coffee and relax. Around 50 volunteers support HelloWelcome on a regular basis, though they openly welcome more to help with planning, organising, cleaning etc.

Hof Obergrüt – Care for people with dementia

Luzia Hafner

Hof Obergrüt 6019 Sigigen T 041 490 12 57

luzia.hafner@hof-obergruet.ch www.hof-obergruet.ch

People with dementia are welcome at the farm Obergrüt. During their holiday stay or during day care, they enjoy the family connection and can move independently in the house and garden. The intact nature and the simple structure ensure a relaxing stay. Volunteers are required on a regular basis to help supervise the guests.

Innovage

Bahnhofplatz 2 3011 Bern

zs@innovage.ch

info@innovage.ch www.innovage.ch

Are you 55+ and want to share your experience and knowledge with others? Become an Innovage adviser by filling out the online formula under 'Mitglied werden.'

Insieme Luzern

Nicole Leber

Weggismattstrasse 23 6004 Luzern T 041 429 31 62

nicole.leber@insieme-luzern.ch www.insieme-luzern.ch

Insieme Luzern respects all human beings and people with mental handicaps ought to be able to lead a varied and self-determined life. Insieme invites volunteers to help out at club events and free time activities for children, adolescents and adults with mental handicaps.

Kovive

Andrea Huwyler Lögler Volunteer Manager

Unterlandstrasse 12 6005 Luzern T 041 249 20 94

andrea.huwyler@kovive.ch www.kovive.ch

Kovive offer assistance, encouragement and recovery to children in need. They openly welcome volunteer engagement. Become a host or contact family or help out at a local youth centre.

Luzerner Tauschnetz

Baselstrasse 21 6003 Luzern

luzern@tauschnetz.ch www.tauschnetz.ch

Their motto: Exchange time instead of money. Four times a year, members of "Luzerner Tauschnetz" are supplied with a market newspaper and further information by mail. For the preparation of the envelopes for shipping they regularly look for helping hands. Membership is required.

No More Walking

Bireggstrasse 36 6003 Luzern

info@nomorewalking.ch www.nomorewalking.ch

No More Walking's projects in Greece focus on community building, education, new skills acquisition and providing opportunities for interaction with the local community as a prelude to integration. The Luzern-based office needs support in a number of areas.

Petitsuisse Kinderhilfe

Emmentalstrasse 234 3414 Oberburg/BE CH-Schweiz T 034 422 29 09

infos@petitsuisse-kinderhilfe.ch www.petitsuisse-kinderhilfe.ch

This non-profit organisation works for the benefit of children in need. An upcoming event is "Sailing for Kids" during which children with disabilities or children in difficult social situations can learn to swim, sail and navigate. Join Petitsuisse free of cost for one week and live, help out and enjoy being on a catamaran.

Pro Juventute

Waldstätterstrasse 6 6003 Luzern T 041 210 63 27

info@projuventute-luzern.ch http://www.projuventute-luzg.ch

Pro Juventute is a politically neutral association directed at fostering children and young people together with their parents. Their values are: generosity, effectiveness and positivity.

Pronatura

Denkmalstrasse 1 6006 Luzern T 041 240 54 55

luzern@pronatura.ch www.pronatura-lu.ch

Pronatura welcomes volunteers to do their part for nature and engage in activities such as planting trees, trimming hedges or campaigning at one of their stands.

Pro Senectute Kanton Luzern

Bundesplatz 14 Postfach 3640 6002 Luzern T 041 226 11 88

michael.muheim@lu.pro-senectute.ch www.lu.pro-senectute.ch

This non-profit organisation promotes maintaining an active lifestyle and a high quality of life amongst Luzern's senior citizens. Volunteers are essential and can help by paying visits, delivering meals and/or helping out at meetings and events.

SAH Zentralschweiz, Migration Co-Opera

Reussport 2 6004 Luzern T 041 249 49 00

www.sah-zentralschweiz.ch

SAH Zentralschweiz is a social organisation that focuses on work, education and integration in close alignment. Volunteers are always welcome to contribute to the professional, linguistic and social integration of others. Coach others or help out at stands.

Salvation Army Luzern

Dufourstrasse 25 6003 Luzern T 041 240 77 22

luzern@heilsarmee.ch www.heilsarmee.luzern.ch

The Salvation Army – Heilsarmee in German – relies on volunteers. Examples of volunteer work include helping refugees integrate into their new home and learn the local language or driving relatives of inmates to visiting hours.

The Schweizerisches Rotes Kreuz Luzern

Maihofstrasse 95c 6006 Luzern T 041 418 70 10

info@srk-luzern.ch www.srk-luzern.ch

The Red Cross in Luzern offers a wide array of volunteer opportunities from accompanying the elderly, driving patients to their doctor's appointment, spending time with children in asylum centres to searching for missing persons with rescue dogs. See ad in this guide.



WWF Lucerne: Active for nature and the environment

As a volunteer at WWF Lucerne you can bring in your personal abilities or simply help where it is needed:

- As a Board Member
- In our working groups on topics such as foodwaste, biodiversity and water protection
- As a helper for our stand events, at the WWF races with school classes or during diverse office work
- As an «expert» in translation, graphics, proofreading, etc.

Would you like to join? We look forward to hearing from you!

Kontakt

WWF Luzern
Brüggligasse 9
6004 Luzern
www.wwf-zentral.ch

Marie Rubel
marie.rubel@wwf.ch
041/417 07 26



Sharity Club

Hirschmattstrasse 42 6003 Luzern
www.sharity.ch

Sharity speaks to young and old, since everyone faces the challenge of organising everyday life as well as business in line with the digital world. Some of their key projects: providing self-motivational IT-Support, a Repair Café with special focus on digital community exchange, providing a number of Co-Working-Spaces as well as a help station for software and hardware issues.

Stiftung (Foundation) Brändi

Horwerstrasse 123 CH-6011 Kriens T 041 349 02 02
stiftung@braendi.ch www.braendi.ch

If you would like to volunteer with a regular commitment in a limited time-frame by helping people with disabilities and accompanying them in your free time, Stiftung Brändi is the perfect place. You can accompany the inhabitants of Stiftung Brändi for walks, shopping and or simply sharing time over a coffee.

Stiftung Der rote Faden

Brigitta Karrer
Bramberghöhe 4 6004 Luzern T 041 240 70 45
brigitta.karrer@derrotefaden.ch www.derrotefaden.ch

This foundation devotes itself to people with dementia and their loved ones. Together with an experienced day carer, accompany them on walks, do activities to keep their bodies and mind active or help out at the house and its garden. Travel costs are covered, as is accident insurance.

Stiftung Solidarität Dritte Welt

Sophia Maria
Würmli Obere Weidstrasse 16 8820 Wädenswil T 044 680 15 58
geschaefstelle@sdw-stm.ch www.sdw-stm.ch

Solidarität Dritte Welt/Solidarity Third World – focuses on development projects in missionary societies and encourages the voluntary collaboration of members of Business, Politics and the Church in the Foundation Council and regional committees. The nearest centre is in Zug or Zürich.

Swiss Volunteers

Talgut-Zentrum 27 3063 Ittigen
info@swissvolunteers.ch www.swissvolunteers.ch

Swiss Volunteers is a platform for people who want to engage themselves on a voluntary basis in Swiss sporting events. Sign up for free on their website and sign up directly for specific sporting events that you would like to help out at. See ad inside the guide.

Tierschutzverein des Kantons Luzern

Josef Blum
Hubelweid 12 6204 Sempach T 041 461 05 58
praesidium@tierschutz-luzern.ch www.tierschutz-luzern.ch/tierheim

This animal protection organisation has a home for animals in Root and shares important information regarding the protection and well-being of animals on their website. Contact the president of the organisation directly for information on how to help.

Tüftelwerk

Andrea Erzinger Director
Unterlachenstrasse 5 6005 Luzern T 041 226 41 28
info@tueftelwerk.ch www.tueftelwerk.ch

Freiwillig engagiert:

Machen Sie mit beim Roten Kreuz Kanton Luzern



Angebote und Wissenswertes finden Sie unter

www.srk-luzern.ch/unsere-freiwilligen

Schweizerisches Rotes Kreuz
Kanton Luzern



Do you enjoy working with children and adolescents and have a flair for arts and crafts? Tüftelwerk needs people with experience in handiwork, art or education to help in various projects – see their website under 'Über uns' – 'Stellen' for current voluntary positions.

UBA Zentralschweiz

Malzstrasse 10 8045 Zürich T 058 450 60 60

zentralschweiz@uba.ch www.uba.ch

The Unabhängige Beschwerdestelle für das Alter (UBA) supports the elderly dealing with conflict e.g. problems with health insurance, in the family or rest home. UBA welcomes people interested in age-related issues, experts or students of the field.

Viva Luzern

Schützenstrasse 4 6003 Luzern T 041 612 70 00

info@vivaaluzern.ch www.vivaluzern.ch

At Viva Luzern, people with individual care needs are in professional and caring hands. They are looking for people who can take the inhabitants of Viva Luzern for a walk, have a chat with them, go shopping or play cards. These people will enrich the everyday life of the inhabitants of Viva Luzern – and this way you make volunteer work invaluable!

Verein MUNTERwegs Jugendbüro Emmen

Rita Pasquale

Gerliswilstrasse 64 6020 Emmenbrücke T 079 361 30 21

emmen@munterwegs.eu www.munterwegs.eu

MUNTERwegs aims to overcome generational boundaries and encourages life-long learning between generations. Volunteers from 18 to 99 years of age can join the mentoring programme and help a child with Swiss or a migration background to improve their social skills.

Wasser für Wasser

Samuel Imbach Project Manager Gastronomy T 079 816 74 01

samuel.imbach@wasserfuerwasser.ch www.wasserfuerwasser.ch

Water for Water and their partners (restaurants, hotels and private companies) serve tap water and donate the proceeds to WfW-water and educational projects in Zambia. They also need volunteers to help at their Luzern office with various events and activities.

Wärchbrogg Brücke zur Arbeitswelt

Alpenquai 4 6005 Luzern T 041 368 99 66

info@waerchbrogg.ch www.waerchbrogg.ch

This organisation provides secure jobs on the labour market for people with predominantly psychological impairments. In the network that builds and cultivates the "Wärchbrogg", partnership is at the forefront. This organisation is linked to and supported by the church and Pro-Senectute. You can either help out in the Restaurant or the Quartierladen. For further information, contact Antonia Abegg (a.abegg@waerchbrogg.ch)

Win60plus

Habsburgstrasse 26 6003 Luzern T 041 210 53 70

info@win60plus.ch www.win60plus.ch

If you belong to the 60+ generation and want to volunteer in various projects then contact win60plus in Luzern, Hochdorf or Reiden. Win60plus is an initiative from Pro Senectute Kanton Luzern.

Wohn- und Pflegezentrum Berghof

Martina Ulrich Volunteer Coordinator

Berghofstrasse 31 6110 Wolhusen T 041 492 58 58

martina.ulrich@zentrum-berghof.ch www.zentrum-berghof.ch

This is a home for people that, as a result of their age, illness or disability, require assistance in their daily lives. Volunteers can help out with a range of activities aimed at spending time with those living in the centre. German knowledge is required.

WWF Zentralschweiz

Marie Rubel Coordinator WWF Zentralschweiz
Brüggliasse 9 Postfach 7988 6000 Luzern T 041 417 07 26
marie.rubel@wwf.ch www.wwf.ch

Work together for nature and the environment. Current activities include a biodiversity project devoted to bats and Foodsave – fighting food waste. Regional WWF management also needs regular volunteers to help with the planning of events, research, partaking in the political process and assisting at sponsored events. See ad in this guide.

EVENTS

Here is a selection of events or festivals that take place in Lucerne that count on the help of volunteers. Take part by doing various jobs like selling and checking tickets, setting up, cleaning the area etc. Volunteering at these events and festivals is very social and a great way to meet people!

Blue Balls Music Festival

Weinbergstrasse 31 CH-8006 Zürich T 043 243 73 23
talent.buying@blueballs.ch www.blueballs.ch

The Blue Balls Music Festival is an annual summer event held at the local KKL and at various outdoor spots along the lake of Luzern. Being a large event, they always need helpers. Possible jobs can be ticket control or selling the “blue balls pins”, which allow visitors to listen to all the concerts in public areas.

Fumetto – International Comics Festival of Luzern

Rössligasse 12 6004 Luzern Switzerland
T 041 412 11 22 comix@fumetto.ch www.fumetto.ch

Being solely an arts and culture event without a commercial background, Fumetto makes high demands on art. The quality of the exhibitions is of museum standard, as is the educational program.

Luzerner Fest

Piero Achermann OK Ressort Gastronomie
gastronomie@luzernerfest.ch www.luzernerfest.ch/de

In order to carry out such a large scale musical event, countless volunteers are needed every year. If you'd like to support Luzern's summer festival, you can do so by selling the festival badge to visitors.

Luzern Regatta

Luzern Regatta Association 6000 Luzern T 041 210 43 33
info@Luzernregatta.com www.luzernregatta.com

A big sporting event like the Luzern Regatta cannot be accomplished without the support of volunteers. Glance behind the scenes of an international rudder regatta and experience the excitement of a large event first hand. From preparation to implementation on site. From setting up to guest service. There are various jobs to help out!

Luzerner Stadtlauf

Verein Luzerner Stadtlauf
Würzenbachstrasse 13 6006 Luzern T 041 375 03 35
info@luzernerstadtlauf.ch marketing@luzernerfest.ch

The Luzerner Stadtlauf is an annual racing event for children and grown-ups. The Luzern city center counts on loyal helpers. Experienced and motivated helpers ensure a successful event. You can help by selling the festive badges around town.

Swiss City Marathon

Verein SwissCityMarathon - Luzern
Würzenbachstrasse 13 CH-6006 Luzern T 041 375 03 30
info@swisscitymarathon.ch www.swisscitymarathon.ch
The SwissCityMarathon – Luzern always takes place on the last Sunday in October. Volunteers can be compensated with a small sum for their help.

Other

Luzern Tourismus AG

Anna Hartmann
Zentralstrasse 5 6002 Luzern T 041 227 17 22
anna.hartmann@luzern.com www.luzern.com
Friendly Host Programme

From May to October the Luzern Tourismus regularly looks for Luzern experts who would like to present the city to its guests. Through voluntary engagement as a friendly host, volunteers help visitors from all over the world have an even more beautiful stay in Luzern.

Go to the Luzern Tourismus website, scroll down to the bottom and under “Nützliche Infos”, click on Tourist Services, then in the second rubric, click on “Friendly Host”. The German site has more information. The English site has a brief description.

The Phrontistery

Löwenplatz 6 6004 Luzern
www.thephrontistery.ch

Born out of the desire to help individuals re-connect with themselves, the community and the world around them, The Phrontistery offers an array of activities for all to enjoy. Examples include low key acoustic music events, craft workshops, art exhibitions and documentary nights. Go to the website to ‘reach out’ and help out at an event.

START-UPS

There are many start-ups that need assistance. Some are highly innovative businesses with huge potential for scale and hopefully job creation but they need support in their initial stages. You can use your skills to help empower these young businesses.

SIVO is starting a partnership with the World Innovations Forum which in June 2018 will bring together the world's top minds with the aim of helping entrepreneurs deliver their solutions successfully to global markets.

Volunteers are needed for marketing assistance, partner engagement support, speaker management, general conference logistics and budget support.

If you are interested in taking part in this initiative through SIVO's Strategic Volunteering Programme, contact Evelin Bermudez, SIVO President.

benevol

Möchten Sie sich freiwillig engagieren?
Wir helfen weiter:
www.benevol-jobs.ch
info@benevol-luzern.ch
041 211 02 30

connects people
verbindet Menschen

benevol Luzern

Benevol-Standards der Freiwilligenarbeit

Freiwilligenarbeit ist ein gesellschaftlicher Beitrag an Mitmensch und Umwelt. Sie schliesst freiwilliges und ehrenamtliches Engagement ein und umfasst jegliche Formen unentgeltlich geleisteter selbstbestimmter Einsätze ausserhalb der eigenen Kernfamilie. Die Benevol-Standards definieren Rahmenbedingungen für eine bewusste Gestaltung von erfolgreichen Freiwilligeneinsätzen.

1 Freiwilligenarbeit als Teil der Organisationsphilosophie

Freiwilligenarbeit ergänzt und unterstützt die bezahlte Arbeit, tritt aber nicht in Konkurrenz zu ihr. Organisationen, die mit Freiwilligen arbeiten, beziehen die Freiwilligenarbeit in ihr Leitbild ein. Die Rollen, Aufgaben, Kompetenzen und Verpflichtungen von Freiwilligen und von bezahlten Angestellten sind eindeutig definiert und abgegrenzt. Organisationen weisen freiwillig geleistete Einsätze aus. Das Sichtbarmachen ermöglicht die öffentliche Anerkennung. Eine regelmässige Auswertung ist Teil von erfolgreichen Freiwilligeneinsätzen.

2 Anerkennung der Freiwilligenarbeit

Freiwillige haben ein Anrecht auf persönliche, individuelle Anerkennung. Möglichkeiten der Mitsprache und Beteiligung an Entscheidungsfindungen fördern Motivation und Zugehörigkeit. Weiterbildung erweitert die Kompetenz und ist zugleich Anerkennung.

3 Rahmenbedingungen

Freiwilligenarbeit wird unentgeltlich geleistet. Freiwilligeneinsätze sollen im Jahresdurchschnitt auf sechs Stunden pro Woche begrenzt sein. Es sind auch Blockeinsätze möglich. Die zeitliche Beschränkung der Einsätze ist Voraussetzung für die Vereinbarkeit von Freiwilligenarbeit mit den täglichen Aufgaben des Einzelnen. Die Organisation ermöglicht den Erwerb der notwendigen Fachkenntnisse oder übernimmt die entsprechenden Weiterbildungskosten.

4 Begleitung der Freiwilligen

Einsatzorganisationen bestimmen eine für die Freiwilligenarbeit zuständige Person. Sie vertritt die Interessen der Freiwilligen innerhalb der Organisation und gestaltet die Zusammenarbeit zwischen bezahltem Personal und Freiwilligen. Freiwillige haben Anspruch auf Einführung, Begleitung, Erfahrungsaustausch und regelmässige Auswertungen. Häufigkeit und Formen der personellen Unterstützung haben sich an der Aufgabe und an den Bedürfnissen der Freiwilligen zu orientieren.

5 Instrumente

Einsatzvereinbarung: Es empfiehlt sich, gegenseitige Erwartungen und Verpflichtungen schriftlich festzuhalten und die Dauer oder Fortsetzung des Einsatzes regelmässig zu besprechen.

Spesenregelung: Alle effektiven Auslagen (wie z.B. Fahrkosten, Verpflegung, Porti, Telefonate, zur Verfügung gestellte Arbeitsmittel) sind zu entschädigen. Bei der Ausrichtung von Pauschalspesen ist die Genehmigung durch die kantonale Steuerverwaltung einzuholen.

Versicherung: Freiwillige müssen während ihres Einsatzes durch die Organisation gegen Haftpflichtansprüche versichert sein. Ein erweiterter Versicherungsschutz ist vor dem Einsatz zu klären.

Dossier freiwillig engagiert: Den Freiwilligen ist ein Nachweis über die Art und Dauer ihrer Tätigkeit und die dabei eingesetzten und erworbenen Kompetenzen auszustellen (www.dossier-freiwillig-engagiert.ch).

Stand 01.2013

Source: www.benevol.ch

Freiwilligenarbeit Wohncoaching

Sie möchten sich ehrenamtlich engagieren? Die Stadt Luzern sucht für die Dienstleistung Wohncoaching Freiwillige, die bereit sind, Personen bei der Wohnungssuche zu unterstützen und zu begleiten.

Aufgaben

Sie unterstützen Einwohnerinnen und Einwohner der Stadt Luzern aktiv beim Suchen von Mietwohnungen und begleiten sie dabei motivierend.

Voraussetzungen

Sie verfügen über gute Deutschkenntnisse, haben Lebenserfahrung, eine hohe Sozialkompetenz und ein gutes Gefühl für Nähe und Distanz. Sie sind kontaktfreudig, pünktlich, verlässlich und flexibel.

Unsere Leistungen

Wir bieten eine umfassende Schulung bestehend aus einem Einführungskurs, Weiterbildungen und Reflexionsgefässen sowie regelmässige Austauschmöglichkeiten mit Professionellen der Sozialen Arbeit.

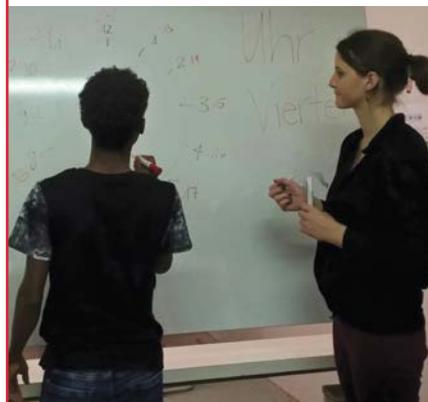
Kontakt

Brigitte Vonwil, Tel. 041 208 72 19, brigitte.vonwil@stadtluzern.ch

Wir freuen uns auf Ihre Kontaktaufnahme!



SIVO Project: WORKING WITH YOUNG ASYLUM-SEEKERS



Unaccompanied Minor Asylum Seekers (MNAs) come to Switzerland without a legal guardian. They are mostly between the ages of 15 and 18 and are waiting for their refugee status to be granted. The waiting period can last up to 1.5 years. During this time, the MNAs can learn German through courses offered by Caritas. In addition, some **leisure activities** are offered in order to provide them with some daily structure.

Since August 2016 SIVO, together with its **40 registered volunteers**, has been helping to make these teenagers feel safe, welcome and supported. In close collaboration with the staff at one of the centres, SIVO launched three projects in 2016; volunteers provided German lessons to complement those that were already being offered; attended game evenings where everyone enjoyed playing UNO, Rummikub and other board games; and accompanied them on outings organised by the centre.

For Christmas, SIVO facilitated the engagement of Education First (EF) staff in a Christmas Shoe-Box Project. EF donated 110 Christmas Shoe Boxes. All teenagers and children at the centre received a present and were able to celebrate Christmas in Switzerland. The feedback from the staff at the centre, the volunteers and the MNAs has been **extremely positive**.

SIVO is looking forward to continuing to work on these projects.

This project is managed by SIVO Team Member Stephanie Güntensperger.

Frequently Asked Questions (FAQ)

Where can I find volunteer opportunities?

The SIVO Guide to Volunteering in Luzern is a great way to start your search. Make sure to visit the websites of the organisations which act as intermediaries like Benevol Luzern. Volunteer opportunities are listed there on a regular basis.

If you are new to Luzern then don't hesitate to contact SIVO for help or advice. Our team will guide you in the right direction.

Do I need to speak German?

While many voluntary jobs require fluency in German, many organisations welcome volunteers who speak English and other languages. Don't be discouraged if your German is basic. You can always use volunteering as an opportunity to improve your German language skills. Contact the organisation and ask about available volunteer opportunities.

Where can I find volunteer opportunities where English is the working language?

If you prefer to undertake a volunteer job within a social network comprised of other international residents, then we suggest volunteering for one of the international associations, expat platforms or other non-profits managed by international residents.

These include: InterNations, Living in Luzern, LiLi Centre, No More Walking, Swiss American Society Lucerne, Swiss International Volunteer Organisation. These organisations need project managers, social media experts, event planners, accounting specialists, newsletter editors and fundraising strategists. Volunteering for these organisations can provide an excellent platform to use your current professional skills and broaden your network of contacts.

Do I need to have a work permit to volunteer?

If you have a C-permit, you do not need additional permits for volunteering.

EU 28/EFTA citizens do not need a work permit to volunteer as long as the volunteer job does not exceed 90 days (see Benevol Merkblatt in this guide) or according to the Schweizerisches Rotes Kreuz (SRK) when the volunteer position does not require more than 12 hours per week. The organisation hiring the volunteer must, however, under all circumstances register the service (see <https://meweb.admin.ch/meldeverfahren/login.do?lang=de>)

Non EU28/EFTA must have a work permit to volunteer. The organisation hiring the volunteer must submit an application to the Canton to request the work permit.

It is important to note that not all B permits automatically allow a person to work. There are different levels of B permits. If you moved to Luzern with your spouse due to his/her job and you have a B permit, it is very likely that your permit allows you to work.

Are there any guidelines for volunteer work in Switzerland?

Benevol Schweiz is an umbrella organisation and the only nationwide recognised intermediary for volunteer jobs. Benevol has produced standards for volunteer engagement which are followed by all organisations, including the government. A summary of those standards is included in this guide.

Can volunteering help me broaden my skills and professional experience?

Absolutely. Be "strategic" about it. See SIVO's Tips for Volunteering Strategically in this guide.

How do I get involved in my neighbourhood?

If you have children in the local school that is a great way to get involved, practise the language and get to know the locals. There are a number of ways to participate in school activities such as parent-teacher associations (Elternrat), bake sales to raise funds for specific projects and flea markets for kids to name a few.

If your kids do not go to the local school, you may contact your municipality (Gemeinde). A list of phone numbers of every "Gemeinde" in Canton Luzern can be found here: <http://www.lu.ch/gemeinden>.

If you live in the City of Luzern, you could visit the following website to find out about specific projects in your neighbourhood: www.quartiere-stadtluzern.ch

The Neighbourhood Associations (Quartiervereine) activate neighbourhood life through social events and networking opportunities. They support the neighbourhood - especially newcomers - with information and services. Currently 21 Neighbourhood Associations cover the entire urban area and are all united under the umbrella Association of Neighbourhood Associations of the City of Luzern.

Can I list the volunteer positions I have held in my CV?

Yes. If a particular volunteer job is relevant to your career goals you should include it in the experience section of your CV. Also be sure to use the Benevol Dossier for Volunteering (www.dossier-freiwillig-engagiert.ch).

If you want to learn more about how to include volunteer jobs in your CV, contact SIVO.

Will I be compensated for my work as a volunteer?

Most volunteer opportunities are not financially compensated due to the nature of the work and the financial constraints under which most non-profit organisations and other social associations operate. However, some organisations, particularly those organising large scale events, do offer a small compensation for your time or will provide you with corresponding merchandise or food/drink coupons as thanks for your help.

Do I have to be a member of the association or club to volunteer?

Not necessarily. While some, particularly smaller clubs or neighbourhood associations, encourage seeking membership to participate, there are plenty of organisations that are happy to welcome volunteers without asking them to become a member first. Most organisations distinctly mention membership on their websites if it is compulsory for further participation. Most memberships involve a small annual membership fee. However, some organisations might choose to waive the fee if the volunteer is particularly engaged in organisational tasks or volunteer activities.

How can SIVO help?

SIVO has an abundance of resources to assist you in your pursuit of volunteer opportunities. As mentioned before, our volunteer guide is a great place to start your search. In addition, you can attend one of the coffee mornings at the LiLi Centre where SIVO's President can help with advice and guidance.

If you yourself are interested in becoming part of SIVO's Team and managing one of our existing projects or developing a brand new project, don't hesitate to contact us.



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