

ERASMUS KRAKOW

A little guide to the volunteering



ABOUT OUR COMPANY

We are a professional, multilingual team dedicated to making educational mobility a reality across the European Union. Through our Kraków office, we coordinate international internships for vocational and technical school students, job-shadowing placements for teachers and industry trainers, and facilitate participation in major EU-wide congresses, industry conferences, and professional exhibitions. Leveraging a broad network of trusted partner companies and institutions, we ensure seamless management of all logistics — from placement matching, registration, accommodation, and transport, to on-site support and cultural integration. Our goal is to deliver customized, high-quality mobility experiences that align with our partners' educational and professional objectives.



WHAT WE OFFER

Comfortable shared accommodation with fully covered food expenses (**5,50€** per day) and pocket money (**6€** per day).

Volunteers cover their travel costs upfront, but all travel expenses are **fully reimbursed** in line with ESC Programme rules. Just keep your tickets and boarding passes, provide them during or after the project, and *we take care of the rest*.

All volunteers will receive full **health insurance** provided through HENNER.

1+

Hands-on experience with real office tasks, day-to-day administration and communication.

2+

Immersion in Krakow's culture and an international volunteer community.

3+

Opportunity to take part in workshops, meetings, and special volunteer events organized throughout the project.

VOLUNTEERING TASKS

- Organising welcome meetings and certificate ceremonies at the office.
- Performing general office duties.
- Working with MS Excel (incl. databases).
- Supporting groups of foreign interns.
- Organising cultural trips and walks through Krakow.



- Planning and arranging leisure activities for foreign interns.
- Volunteers may be asked to help with activities that match their skills or expertise, for example, giving informal English lessons or supporting other skill-based needs.

- Remote communication with foreign partners.
- Creating content for social media posts and the website.



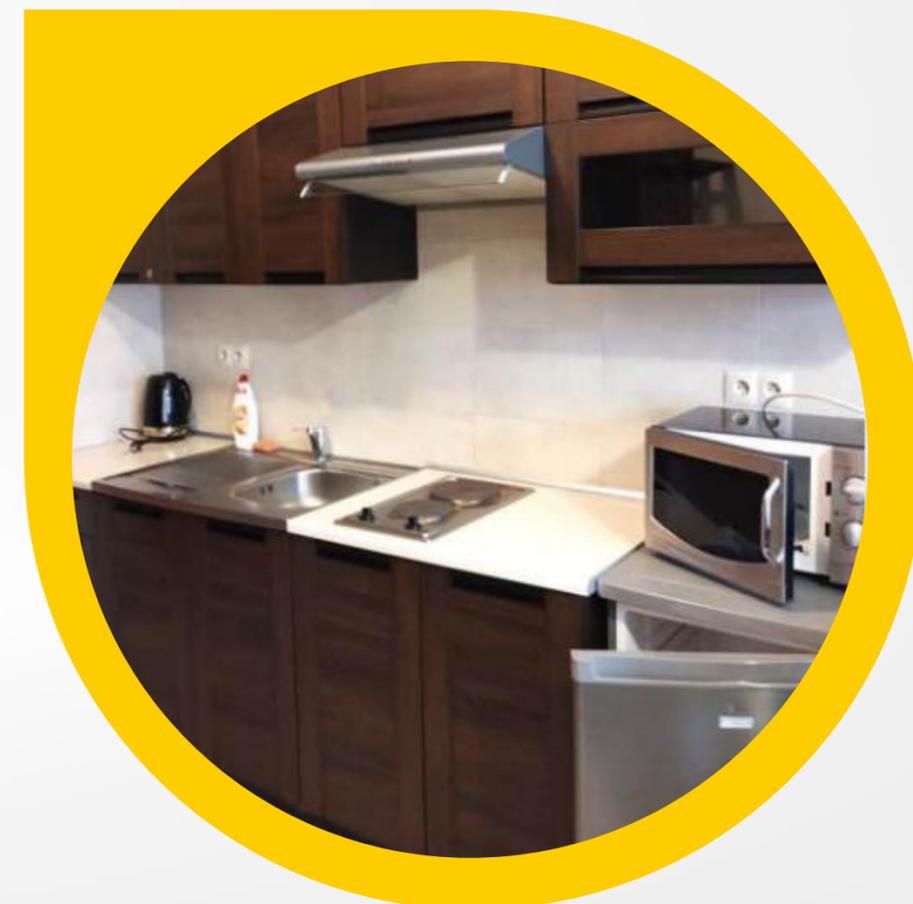
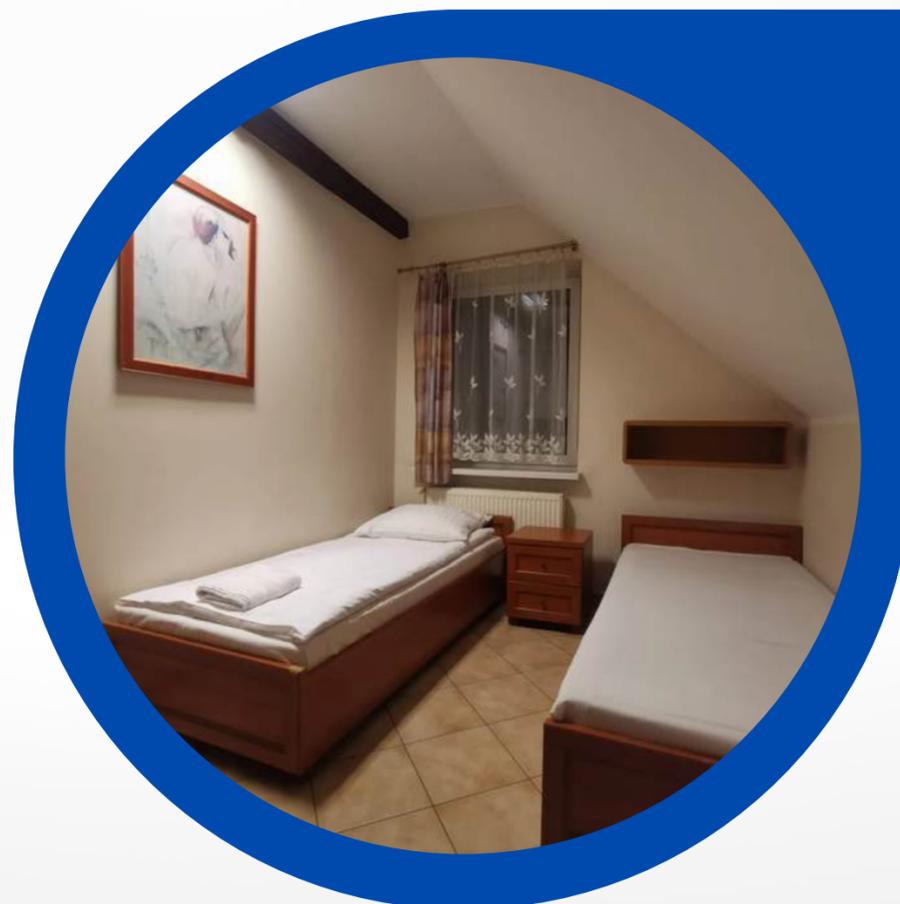
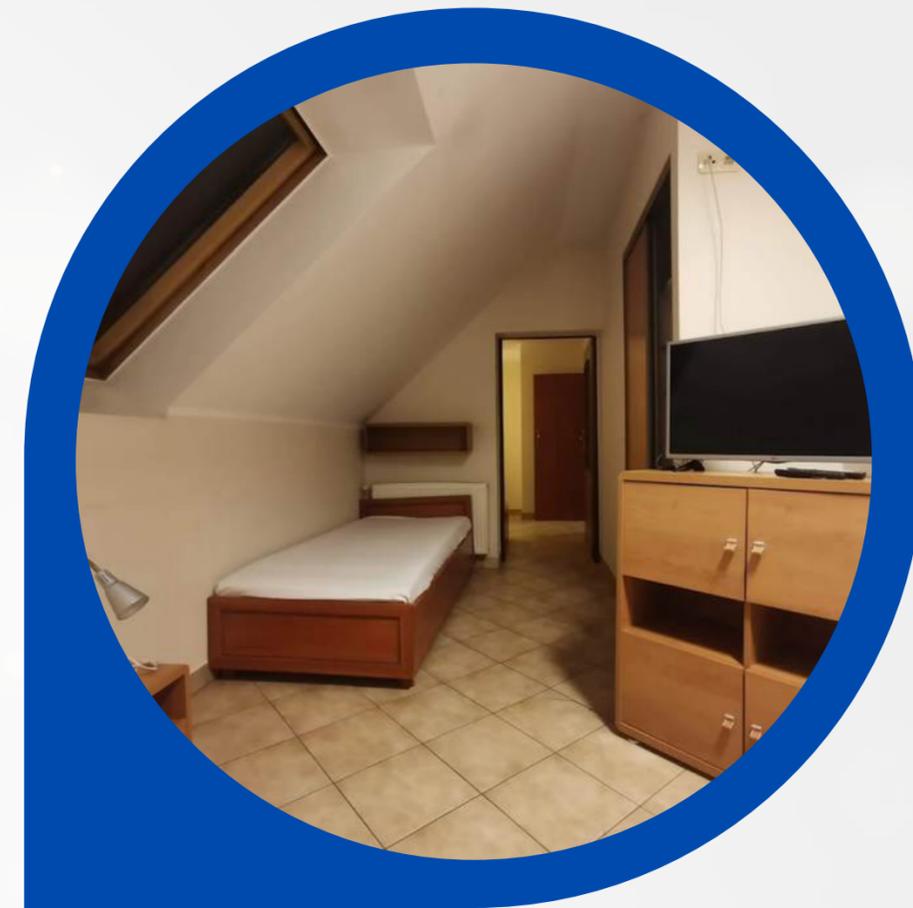
ACCOMMODATION

Name: Guesthouse Trans-Expres

Phone: +48 697 082 316.

Adress: Montwiła – Mireckiego Street 7B, 30-426.

Accommodation includes a towel, bed sheets, and basic kitchen supplies such as a kettle, microwave, fridge, cups, glasses, pot, pan, cutlery and plates. Each room has it's own bathroom and kitchenette. A laundry room with washing machine and dryer is available, and the accommodation also provides a reliable Wi-Fi connection.



WE PROVIDE TRANSPORTATION

Volunteers can travel comfortably and focus on their mobility experience without worrying about logistics. All arrangements are designed to make getting around Krakow simple and stress-free.



As mentioned before – Travel expenses to and from Krakow at the start and end of the mobility, are covered within the amount allowed by the European Solidarity Corps programme.

Airport, bus, or train station transfer arranged through partner taxi companies for a comfortable ride to the guesthouse.

On arrival, volunteers receive tickets or a transportation card for unlimited use of local public transport (includes overground trams and buses) during the entire mobility.

EXPLORE THE CITY

Kraków offers a rich mix of historical landmarks, museums and cultural places that are truly worth visiting during your stay. Some of the city's most famous sights include:



Wawel Castle is one of Kraków's most iconic landmarks, sitting on a hill above the Vistula River. It used to be the home of Polish kings, and now it's a beautiful mix of royal chambers, courtyards, and museums.



St. Mary's Basilica is the famous brick church on the Main Square, known for its two uneven towers and the stunning wooden altar inside. Every hour, a trumpeter plays the hejnał from the tallest tower.



Kazimierz is the former Jewish quarter, and today it's one of the most atmospheric parts of the city. It's full of narrow streets, synagogues, street art, cozy cafés, and little vintage shops.

18 – 30 years old

Willingness to actively participate in project activities, workshops, and events.

Ability to attend the full duration of the project as scheduled.

IS THIS OPPORTUNITY FOR **YOU?**

While enthusiasm counts, these requirements help us create a meaningful experience.

Readiness to engage in intercultural experiences, work in a team, and respect diversity.

Knowledge of **English** at least at **A2** level to interact with the team and local community.

Competence in using computer, MS Office programs, and familiarity with graphic design and social media is highly welcomed.

HOW TO APPLY

We're excited that this project has caught your attention!

Important note: According to ESC regulations, a person may join only one long-term individual volunteering mobility. If you have already participated in an individual mobility lasting 2 months or more, unfortunately you are not eligible for this project. However, it is possible to join this project for a short term volunteering period of 1–2 months instead.

1

Contact your home country's supporting organization first. You can share our contact info and project details with them.

2

Please send your CV and a motivation letter explaining why you want to participate, either to your supporting organization (so they can contact us on your behalf) or directly to us.

E-mail adress:

volunteers@erasmuskrakow.eu or
jarosz@erasmuskrakow.eu

3

After reviewing your application, we'll schedule a short video interview with our team. Don't worry, it's just to get to know each other and give you more information about the project.



THANK YOU

If our project sparks your interest, we'd love to hear from you!



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