



KEPEP

Kolektif Etki Programı Derneđi

Collective Impact Programme Association

Volunteer Information Sheet

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Welcome to KEP !

With this document, you will gain basic information about KEP and find out whether you are interested in volunteering with us.

- KEP and its activities
- A typical day in KEP
- Let's take a closer look at our activities
- Questions and Answers

This is a great guide for getting some insight before you become a volunteer in KEP! After reading if you still have questions feel free to ask them. :)

Here is our e-mail address: volunteers@kepteam.org



What is KEP?

KEP is an intercultural platform where disadvantaged women and their children (local, refugee, minority) living in Izmir can participate in training and empowerment activities while meeting with other women and sharing their skills and knowledge. In addition to the support we offer, we listen to the thoughts and dreams of women and encourage them to share their skills and expertise.

KEP was established to be a living example of the values we want to see in society at large: respect, solidarity, and equality.

In a nutshell, KEP is a three-story house consisting of 5 working areas in which women and their children can meet, teach, learn and create.

What do we do?

KEP is committed to creating positive community collaboration by providing a space for women of all backgrounds to unite in the spirit of empowerment, inspiration, and support towards one another.

One of the most important things we do is support women's economic empowerment by providing training, life development workshops and raising awareness services that will benefit them throughout their life and allow them to develop the skills needed to build financial security and stability.

We provide a safe space not only for women but also for their children. A space where they can develop the necessary tools to adapt to our rapidly changing times, where they can develop their social skills while exploring their own imagination and passions.

Our activities primarily consist of:

- Textile Workshops
 - Women Empowerment Workshops
 - Social Cohesion Activities
 - Child Program
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A typical day in KEP

Opening hours

KEP operates from Monday to Friday between 10 am to 4 pm but volunteers are expected to work from 9 am to 5 pm from Monday to Friday.

09:00 - 10:00 Check-in meeting!

After taking the last sip of your coffee, it's time to prepare for the activities! We are starting our day by having a short meeting to get ready for the day. After completing the necessary environment, materials and technical details, we are ready for the day :)

10:00 - 12:00 Activity time

And let the day begin! Every day of the week there are different activities in KEP: we have vocational training on textile for two days, and various activities under the headings of women's empowerment and social cohesion, the remaining days. We love to involve people and discover new ideas! So now is the time to put forward whatever idea you have in mind . If you don't have any project ideas, don't worry, we always need support for existing activities :)

12:00 - 12:45 Lunch Time

People spent an average of 320 calories a day thinking. After preparation and two hours of work, now is the time to eat :) Everybody bring their own lunch prepared at home. This way we can spend our time in KEP without preparation and thinking about what to eat :)))

13:00 - 15:30 Activities continue

Meals were eaten, bellies were fed, and coffee was sipped. The day continues :)

15:30 - 16:00 Tidying up

The activities are over, we are gradually ending the day with new information and enlightened minds. But first, it's time to tidy up and clean the environment we are in. It is very important for us that everyone takes responsibility and contributes where they are. We are having fun with a beautiful song in the background and making our space ready for the next day :)

16:00 - 17:00 Check-out meeting

We share your observations and feedback on the activities carried out at the end of the day. Then we think about which part we need to improve and what else we can add :)

Important to know :)

Spare time

You are free to do what you want outside of working hours and on weekends. Sometimes there may be spontaneous activities on weekdays and weekends, but participation is not mandatory - it is entirely up to you. Everyone has a different way of resting, some by being alone, some by reading a book, others by having fun with their friends. Everyone has the right to have fun :) Our only wish is not to hang out in KEP and not with members of our target group outside working hours - we ask you to not organize parties, have external guests or consume any type of drugs or alcohol. This is to respect everyone's privacy and feeling of comfort in their home. In our facility alcohol is prohibited and smoking is only allowed in the garden after working hours.

Accommodation

We offer you the opportunity to stay together with other volunteers or members of the association of the 3Musketees / KEP, to obtain joint accommodation directly in the building of our NGO. It is in a safe and beautiful area called "Buca". Buca is about 15min by Metro to reach the Center of Izmir or an area called "Alsancak" close to the sea and harbor of Izmir with lots of bars and restaurants. It is important that you know you will share accommodation (shared rooms and shared toilets) with other people from all over the world. We have 2 beds in a private room for volunteers. We estimate to have two volunteers maximum , at the same time.

Further details:

Bedsheets and hand towels are provided;

Volunteers are expected to give a 25 Euro deposit covering damage during the stay;

For your lunch and dinner expenses, KEP gives you a sodexo card. The ingredients for breakfast and dinner will be covered however, volunteers will manage the cooking process by themselves.

Breakfast, dinners and lunch during weekends are under the responsibility of volunteers;

Personal hygiene products are not covered;

We will provide a transportation card with one-time charge of 50 Turkish Lira;

We do not have an airport pick up service but you can take a taxi for around 60TL.

Sars-Cov2 / Corona-Virus

Because of the current pandemic, we have to protect everyone involved in our project as much as possible. We, therefore, expect you to present a negative PCR test that is not older than 72 hours at the beginning of your voluntary service. This is usually requested when entering Turkey, If not, you can have a PCR test carried out for 250 TL at the airport in Izmir. You will usually receive the result within the next 6 hours. Besides that, if you intend to volunteer in Turkey you should seek medical advice before starting your journey. Check required vaccination here: <http://services.masta.com/VaccineChecker>

Important to know - II

Visa

We can not provide any support for visa applications, volunteers are responsible for their own. It is highly recommended that volunteers should read the related information about Turkey' visa regime. For more information, please visit:

<http://www.mfa.gov.tr/general-information-about-turkish-visas.en.mfa>

Insurance (Health & travel)

The volunteer should be aware that they have no insurance coverage with KEP. Therefore, our volunteers must take out the following insurance before travelling to Turkey: health and travel insurance.

Attendance

Your volunteer time helps to support many of our activities. When making a commitment to volunteer with us, you are required to be punctual and reliable. In case of non-compliance with the rules of attendance, we may terminate your volunteering time. Furthermore, a volunteer may decide to finish their volunteering earlier, for a variety of reasons. Notice of resignation should be communicated as soon as possible, preferably two weeks before. If short-noticed, we will not be able to provide a volunteer certificate and we may keep the deposit.

Fair treatment

We are committed to providing an environment where everyone is treated with respect, fairness, equality and dignity. Fair treatment will apply in all aspects of the work undertaken by us and in our relationships, and we will deal with unfair treatment promptly, impartially and confidentially. We respect diversity in others such as different values, beliefs, opinions and ways of doing things. In case of recognized discriminative behavior, bullying and non-respectful attitude, we may terminate your volunteer time.

Orientation

Once you decide to volunteer with us and get confirmation, you are expected to sign the volunteer agreement and you can expect to receive the volunteer survival guide, including general information (useful contacts, places to visit and things to do).

Important to know - III

Donations & Fundraising

We are so appreciative of the time and talent you share with us as a volunteer. Thank you! Please know that your volunteer contribution is of great value in many ways. Volunteers are also encouraged to develop their own fundraising campaign. There is no limit, do not feel any pressure! The reason why we request this from you is to make more people know about our association and to ensure the continuity of the activities we carry out. Below you can find an example of a fundraising campaign. We can set up a crowdfunding campaign for you, and then you can share the link via your social media channels.

Another of our funding sources is the sales of our products - bags, clothing, food - made by the women in the program - under the brand "BOUNDLESS" set by the 3Musketees.". You can also consider being an "ambassador" of our products and generate sales that support our work directly - see "www.boundless-textiles.org".

Example fundraising link: https://www.betterplace.org/en/projects/90611?utm_campaign=user_share&utm_medium=ppp_stats&utm_source=Link

How to support?

Textile Workshop

Our Textile Workshop Coordinator is responsible for managing the textile workshop. Our Textile Workshop is designed for women to gain and enhance their skills with sewing machines, textiles and tailoring. The Textile Workshop is one of the main activities in KEP. We continue our training considering sustainable fashion understanding and recycling. In addition to contributing to the development of the workshop itself, KEP has established its own product brand "Boundless" as a way to integrate workshop and income-generating activities. The workshop activities take place on Tuesdays and Wednesdays from 10:00 am to 4:00 pm. However, the room is always open to use.

How can I support?

- Assist textile workshop coordinator when any kind of support is needed;
- Find new small projects and make first samples to inspire people, especially recycling projects;
- Organize informative seminars on textile sector for women;
- Support the marketing and sales of our products;
- Create social media strategy for Boundless social media channels: content writing, photo shooting, online advertisements;
- Make sure to manage textiles and fabrics and stock up the sewing area with necessary material;
- Encourage the women not to be wasteful and respect the materials;
- Make sure the sewing area is clean and tidy at the end of each working day;
- Have an eye on the tools and their maintenance. If tools are broken, see whether or not they can be fixed.

Skills and Experience

We look for the following skills and experience when recruiting for Textile Workshop:

- Basic sewing skills;
- Basic knowledge about maintenance and set up of sewing machines;
- Preferable knowledge in design, embroidery, quilting and other complementary crafts;
- Knowledge of social media management and marketing.

How to support?

Women Empowerment Workshops

The purpose of the women empowerment workshop is to encourage women to gain confidence, practice self-care, and support each other's personal or professional success. The women empowerment workshops are focused on two main components; capacity development for employability enhancement and self-growth. Workshops are organized by KEP team and volunteers.

Volunteer work can also include empowering women through building confidence, developing financial independence, fostering entrepreneurship skills, and growing strong female leadership - all to support stronger, happier communities around the world.

How can I support?

- Create interactive training methods to develop women' growth;
- Facilitate computer skills classes, supporting women in learning how to use spreadsheets or word processing applications;
- Provide workshops on developing professional skills, like creating a CV and interviewing for a job, IT literacy, business management financial planning and more;
- Hold discussions with women looking for support in setting up or managing a small business;
- Raise awareness in the community on the importance of women's empowerment for their family, the economy and for equality;
- Improve the awareness and knowledge of important environmental issues and increase community participation in efforts to reduce, reuse and recycle waste;
- Develop and deliver sessions for women that support the development of social skills.

Skills and Experience

In order to organize some of the workshops, you are required to provide educational background, references and sufficient experience. To learn more about please send us an email: volunteer@kepteam.org

How to support?

Social Cohesion Workshops

Social cohesion workshops are organized by volunteers and KEP team. The purpose of these workshops is to strengthen the cohesion of the group, to reduce prejudices and increase the self-esteem of the women.

How can I support?

- Organize creative workshops (such as music, art, sports and handcrafts) for women to relax, to be inspired and explore new ideas;
- Organize sport exercises for women to let their body and mind relax;
- Organize social circles to create a positive group atmosphere, break down social barriers, encourage participants to think outside the box and enable participants to get to know one another;
- Organize activities to increase the interaction between women and develop their intercultural communication skills.

Skills and Experience

- Be aware of cultural differences;
- Be open minded;
- Good problem solving and communication skills.

How to support?

Child Program

The purpose of the child program is to take care of the children while their mothers are participating in the training program. By means of joyful and non-formal learning activities, KEP children program wants to provide a holistic development for them. KEP wants to support the children in developing their physical and mental health status, as well as, supporting their educational learning. Furthermore, the organization also seeks to improve their social skills, e.g. learn how to interact in a group setting, to solve their own conflicts and to encourage them to express and share their own ideas and decisions.

The program is organised for 4 to 6 years old children whose mothers are participating in KEP's activities. We have a play area and garden in our facility for children. Our play area is constructed by the inspiration of Montessori teaching method. Child friendly area is managed by volunteers, and it is open from 10 am to 4 pm on weekdays. There are about 5 to 7 children.

Volunteers will follow a timetable arranged by KEP but are welcome to contribute with their ideas especially new activities, games, songs and rhymes to help to create fun educational activities for these children.

Here is an example of weekly child program:

10:00-10:45	Breakfast and tidying up breakfast
10:45- 12:00	Non-formal learning activities
12:00 - 13:30	Free play
13:30- 14:30	Lunch
14:30- 15:30	Sport activity outside
15:30- 16:00	Tidying up together: Children and carers

Child Program

How can I support?

- Organize children's breakfast and meal and feeding;
- Organize life skill, sensory and development activities for children;
- Play games and outdoor activities including sports;
- Monitor children's behaviour and keep reports;
- Encourage children to be aware and imbibe some good habits: cleanliness, personal hygiene and greetings.
- Motivate children to actively learn important life lessons in a captivating way.

Skills and Experience

We look for the following skills and experience

- Familiarity with childhood development;
- Physical fitness - child caregivers must be able to sit, stand, bend, and physically lift children;
- Creativity - child caregivers often involve children in creative activities such as art, dance, and music to stimulate their development;
- Interpersonal skills - interpersonal skills are essential for child caregivers who need to communicate with children and their parents on a constant basis.

How to support?

NGO Management

NGO management is managed by the program coordinator. Volunteers are encouraged to assist with office work, fundraising, supervising programs, event organization, daily management. As a volunteer for the NGO management, you will help ensure smooth operations of the NGO and help out where needed. NGOs are volatile environments in which a lot of flexibility is required. There are plenty of tasks to fulfill and the tasks assigned will depend on your experience. The longer you plan to stay at the project, the more responsibilities might come your way. KEP office hours are from 9 am to 5 pm on weekdays. The daily tasks may vary depending on work flow: you will likely start the day with office work related to marketing, recruitment, fundraising or database management. This may be followed by an introductory tour of the organization to new volunteers arriving at the organization. When there are events, you will take part in organizing and preparing for the event or webinar.

How can I support?

- Support the administration side of the business: form filing, photocopying, typing up documents, recruit, manage and support volunteers, strategy to organize tasks and manage operations;
- Support social media and marketing of the Boundless products: website updates, writing articles, uploading pictures or video, creating flyers, writing brochures, strategy for advertisement;
- Support with fundraising: working on fundraising strategy, sending out flyers to the appropriate parties, creating proposals and organizing fundraising events.

Skills and Experience

- Initiative and problem-solving skills;
- A social mindset and a good work ethic;
- The ability to work as part of a team;
- Great communication skills;
- Adaptability to different types of tasks;
- A non-judgmental approach and respect for diversity;
- Good organizational and time management skills.

How to support?

KEP Daily Operations

The operation responsible person coordinates the daily flow: cleaning and purchasing necessary ingredients and materials for all activities. Volunteers' support is highly needed in organizing the kitchen and cleaning.

How can I support?

- Support operation responsible and follow the given instructions;
- Encourage people to put the items and materials they use back to where they came from;
- Shopping for kitchen needs (Every week we have a general shopping. Sometimes daily shopping is needed);
- Lead compost process (collect kitchen compostables in a container, make sure compost pile have an equal amount of browns to greens etc. - upon their arrival volunteers will be informed about KEP's environmental policy and compost process);
- Support daily tidying up and cleaning process;
- Manage waste sorting: paper, plastic, glass, and organic waste;
- Produce eco-friendly cleaning materials.

Skills and Experience

- Basic cooking and cleaning skills;
- Skills and adaptability in working in a team;
- Be open-minded towards all tasks that are given and proactive to see where you can help.

FAQs?

Frequently Asked Questions

- **How do I get started as a volunteer?**

Once you've decided you want to volunteer with us, please fill out our volunteer application form. After we review your application, if your profile matches with our requirements and programs, we will invite you to an online meeting. After the meeting, we might ask you to provide additional documents depending on your volunteering position interest.

- **How old do I have to be?**

In order to join the program, you need to be at least 18 years old on the program start date.

- **What language skills are required?**

English is the main language on all projects so it's important that volunteers have a good understanding of English. This is important to communicate with the staff at the project center and other volunteers.

- **Are you looking for specific skills for the self-proposed workshops?**

Yes and no. It depends on the content of the workshop you would like to conduct.

- **Can I organize my own workshop?**

Yes :) Here you find the platform to implement all the ideas and projects you ever dreamed of. BUT. You need to show a lot of initiative to make things happen. Also, agree with the core team on-site on one of the working areas as your starting base before you arrive.

- **Is there a specific job description or a list of tasks that I need to follow?**

Nope, we encourage our volunteers to take part in each aspect to gain different experiences. You need to be open to work in every area. Maybe on Monday you will help with cleaning and tidying up, on Tuesday you will organize your own workshop or assist in organizing workshops, on Wednesday you will organize activities for children.

FAQs?

Frequently Asked Questions II

- **I mainly would like to work with children. Can I do that in KEP?**

Yes and no. Our target group is disadvantaged women. We only provide a child-friendly area for children while their mothers are attending training and workshops. However, there are around 10 children per day at different ages.

- **Will I have time for sightseeing or exploring the city?**

Yes, you will have the weekends free and you can do sightseeing as well as explore the most popular places of tourist interest İzmir. You need to plan your own trips, we do not arrange any local trips.

- **Can I know more about meals?**

We only provide sodexo cards for volunteers. If you have any specific restrictions or preferences, please let us know and let's see what we can do together.

- **Can I get a private room for staying?**

No. We usually accommodate rooms on the same gender sharing basis. You might expect to share a room with a minimum 1, maximum 2 people. If you would like to, you can rent your own room or book a hotel room. However, it will be your own responsibility and we do not provide any assistance in the renting or booking processes.

- **Can I get a reference letter from volunteering?**

YES! At the end of your volunteering experience, depending on your request a reference letter will be provided.

None of these FAQs answers my question, what do I do now?

If we haven't covered your question please send us an email: volunteer@kepteam.org .

"Empowering women, one stitch at a time"

Join us in this journey!
Thank you.



www.kepteam.org



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