

Welcome to Habibi.Works!

On the next pages, you learn all the basics you want and need to know if you are interested in volunteering with us.

1. Who We Are and What We Do
2. FAQs – Some Words of Advice
3. A Day in Habibi.Works
4. Role Descriptions for our Working Areas

This document is a good tool to get some orientation before joining Habibi.Works and to prepare for the interviews with our team leaders. In case you have any questions that are not being answered in here, feel free to contact us anytime via help@soupandsocks.eu or write us on Facebook (Habibi.Works or Soup and Socks e.V.).



Who we are

Soup and Socks is a non-profit organisation founded in 2015 by a group of young adults who wanted to get active and set signs of solidarity with people who fled their countries. The current project of Soup and Socks is **Habibi.Works**.

What we believe in

People are the experts of their lives. We don't see people who fled their countries as helpless victims, but as talented and experienced men, women and children who can be an enrichment for our societies – if we provide the structures that allow them to integrate. This is what Habibi.Works aims to do on a small scale.

What we do

Habibi.Works is a makerspace, a space of open workshops. For refugees and locals living in the region of Ioannina, our community kitchen, the wood workshop, the metal workshop, the sewing atelier, the creative atelier, the media lab/FabLab and other working areas are *platforms for education, empowerment and encounter* within a context, in which many other doors remain closed for people.

Besides the practical support in Greece, it is our goal to raise international awareness for the talents of people and for the challenges they are facing.

How we do it

We support people to create solutions themselves. We listen to their ideas instead of telling them what to do. We encourage them to share their skills and teach; we empower them instead of carrying out something for them.

We live the values we would like to see in our societies: **respect, solidarity, equity**.

In our decision making, we try to be as transparent as possible. Open and honest communication is key.

FAQ in Habibi.Works - Some Words of Advice

Freedom! Use it with all your heart. And brain.

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

Nope. This is one aspect that makes Habibi.Works so special. 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. That makes it easier for you and the team on site to get you on board. There is a cleaning schedule though, and we expect you to be part of it ;-)

For more information about the different working areas in Habibi.Works, check out pages 7 to 13.

I want to give classes to refugee children. Can I do that in Habibi.Works?

Not really. If children are the target group you are looking for, Habibi.Works is the wrong project for you. We run a makerspace for adults. The only exception to this rule are Saturdays - on this day you can (and need to) play with all the kids who accompany their parents to the "Habibi.Works Family Day".

We also don't provide language classes. Our focus really is making things in the different working areas and learning from each other while doing so.

Do I need to pay for accommodation and food?

Nope. You eat and sleep in the project. You are investing your time, energy, patience and love in this project. We don't expect you to invest your money, too.

Is there a clothes policy in Habibi.Works?

Nope. You can wear whatever you are comfortable in. Be responsible and aware of the fact that people come from different backgrounds and perceive your way of dressing differently than you do. Depending on the working area, you need to wear protection gear (safety goggles, gloves, safe shoes etc.).

Is there a drug policy in Habibi.Works?

Yes and it goes as follows: "Don't do drugs during your stay at Habibi.Works. Don't sell or buy drugs, especially not from or to people living in refugee accommodation/who hold the status of refugees/asylum seekers. If you are caught consuming/buying/selling drugs by the police or other actors active within this working context, Habibi.Works as a project needs to distance itself from you, and our collaboration ends (you go home)."

Can I do what I want in my free time?

Yes and no. Your free time (evenings and weekends) belongs to you. The long term team members have lived here for many months already. They have established their own group of friends and have their own free time activities. So coming up with things to do in your free time is your responsibility.

People are people. We are happy if you want to spend time with persons living in refugee accommodations. Three things we ask you to respect are:

1. When Habibi.Works is closed, please don't hang out with people from our target group on our premises. We have very little privacy and just because you want to see someone doesn't mean the rest of the team wants to see them too.
2. Be aware of the fact that a lot of people have gone and are going through a challenging time in their lives. You don't know what happened to them in their past, so be sensitive. Some people we work with are mentally not as stable as others, many are traumatised. Consider that when it comes to your free time program with them (including the consumption of alcohol etc.).
3. Especially when it comes to the interaction between men and women, be well reflected. Be aware of the fact that people probably grew up following completely different rules for social interaction (talking, touching, drinking beer, hanging out) than you. Your actions and reactions might be interpreted completely differently from your intentions.

Be aware that people connect you to Habibi.Works even in your free time. *So don't do any weird shit.*

What does a day in Habibi.Works look like?

We are happy to give you an overview on the next two pages. Check it out!

A Day in Habibi.Works

Opening Hours

Habibi.Works is open every week from Tuesday to Saturday from 11.00 to 18.00

A typical Habibi.Works day

9.45 - 10.00 Preparing Breakfast

10.00 - 10.30 Breakfast with the team

We start the day together with breakfast. This gives us the time to discuss everyone's plans for the day, share new information, and sync as a team.

10.30 - 11.00 Preparation time

Before we open, the space needs to be ready, personal items need to be stored and planned workshops can be prepared during this time.

11.00 - 13.00 Habibi.Works morning

Time to do whatever crazy projects you have in mind. Key is to involve people in your project, which can be challenging at first, but a very rewarding experience eventually. If you do not have any big projects in mind, don't panic! You will notice that part of your time you will be facilitating, finding materials, answering questions, explaining how to use certain tools, etc. This may not seem as exciting as starting a big project, but is essential in giving the makers the opportunity to use our space to its full potential.

13.00 - 14.00 Lunch

We always eat lunch with everyone who is there at the moment. Food is prepared by a kitchen team during the morning, consisting of makers who like to cook or just feel like helping out. Distribution of food is not as easy and peaceful as it sounds. To prevent arguments and guarantee fair distribution, food is only distributed by Habibi.Works staff. We always try to make sure there is enough food for everyone, and that everyone gets the same amount. After food distribution, Habibi.Works staff enjoys the delicious meal together with everyone else.

14.00 - 17.30 Habibi.Works afternoon

Time to continue with whatever project you were working on in the morning, start something new, or facilitate some other awesome projects.

17.00 - 18.00 Wrapping up and cleaning

As we want to give people the full responsibility of using the space, we also expect people to help us clean after a working day. During the day, this is their home as much as ours, and if they don't maintain it well, it will eventually deteriorate. This principle does not only hold for cleaning the space, but also for the use of materials and tools. Everyday we try to make people aware of the fact that with the freedom of using the space, tools, and materials, also comes the responsibility to take care of it and treat it with love. Involving people in the cleaning session at the end of the day is an important part of building a sense of responsibility and ownership of the project. In the end, we all make this project together. Habibi.Works only actually works if everyone is on board.

Saturdays

Habibi.Works Saturdays are slightly different from the other days of the working week, given the fact that Saturday is our family day, which means that kids between the age of 5 and 15 are welcome in Habibi.Works **if, and only if**, they are accompanied by at least one parent. In practice this means that our activities on Saturdays will mainly be focused on kids, and most of our energy will be absorbed by our young makers. It is usually an exhausting day full of joy, in which you shouldn't expect to get other projects done.

Free time

After working hours and during the weekend (Sunday and Monday) you are free to do whatever you want. There might be spontaneous team activities during the evenings or the weekends, but we do not expect anyone to plan anything or to be present in spontaneous activities during free time. As we work and live together, it is important that everyone has the space to find some private time. If you do feel like doing something fun with others, by all means share your plans because you will most likely find some enthusiasts. The only thing we ask from everyone is not to hang out in Habibi.Works with members of our target group outside working hours. This is to respect everyone's privacy and feeling of comfort in their home, which is what Habibi.Works is for staff members.

Meetings

Every week we have two scheduled meetings: The first one taking place on Tuesday morning at 9.00 o'clock, just before the start of a new Habibi.Works week. During this meeting we discuss current topics that involve or have an impact on Habibi.Works, and we set up the workshop schedule for the week to come. We generally also use this meeting for topics that have to do with the maintenance of the space, and we fill in the weekly cleaning schedule.

The second meeting takes place on Thursday at 18.00 o'clock. This is our feedback meeting, in which there is space to discuss and share how you are doing, whether you need support in anything, how you feel regarding work or regarding the way things are being done, etc. After the meeting we do something fun with the team, which can be as small as watching a movie together, or sitting around the fire. We think it is important for the team spirit to spend some non work-related time together, to get to know each other outside of the working context.

Role Outlines

On the following pages, you will find descriptions of the different working areas and the responsibilities they hold. Before you join the Habibi.Works-Team on site, we ask you to already make up your mind about your working area and possible projects you are going to implement.

Creative Atelier Workshop Supervision

Our Creative Atelier Workshop Supervisor is responsible for managing the creative atelier so that people have the opportunity to use the workshop independently, but also to gain and enhance their skills in various creative areas. The Creative Atelier Workshop is a heavily used working area in Habibi.Works that needs patience, management and facilitation skills.

Primary responsibilities:

- Give out material on demand in reasonable quantities;
- Make sure the Macrame thread is stocked up;
- Make sure only the necessary materials are on the table;
 - If people want paint, give them a reasonable amount
 - If people want beads, hand out a reasonable amount;
- Make sure people use the material correctly and responsibly. If you see someone misusing materials, offer your help; it is about education and empowerment. Show someone how to use the tools correctly and then encourage them to use the material correctly;
- Make people aware to not waste material and be respectful with the material and with each other;
- Support people in realizing their ideas; guide people through the design and actual making process if needed;
- Offer your help and support to people using the creative atelier;
- Encourage people to put the materials back after using them;
- Make sure the Creative Atelier is clean and tidy at the end of the working day;
- You are the one responsible, which means you can decide how much material you give out in one day;
- People can only take what they make and only finished projects can be taken home.

Secondary responsibilities:

- Have an eye on the material. Sort out material that is not needed and document if any material is missing;
- The Creative Atelier is all about facilitating and managing,
- Find new small projects and make first samples to inspire people
- Brief documentation of the activities of every day in the working area.

Time commitment and locations

Creative Atelier Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

Creative Atelier Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

We look for the following skills and experience when recruiting for Creative Atelier Supervisor:

- Interest and passion for creativity;
- Knowledge in management and facilitation

Media Lab Workshop Supervision

Our Media Lab Workshop Supervisor is responsible for managing the media lab so that people have the opportunity to use the workshop independently, but also to gain and enhance their skills with IT equipment, the laser cutter and 3D printer. The Media Lab is a heavily used working area in Habibi. Works with both very knowledgeable IT users, as well as people who have no experience with the IT equipment yet.

Primary responsibilities:

- Make sure people use the equipment correctly. If you see someone misusing the equipment, offer your help and make people aware; it is about education and empowerment. Show someone how to use the equipment correctly and how to treat it correctly and then encourage them to use the equipment correctly;
- Support people in realizing their ideas; guide people through the design and actual making process if needed; have an open ear for people's ideas;
- Offer your help and support the people using the media lab;
- Make sure the Media Lab is clean and tidy at the end of the working day;
- Make sure the computers are not used to download any content or to watch violent and/or pornographic videos;
- On Saturday (kids day) rotate the computer users every 15-20 minutes so that everyone gets a chance to use the computers.

Secondary responsibilities:

- Have an eye on the material and on the machines (i.e. wood for the laser cutter, filament for the 3D printer). Sort out material that is not needed and document if any material is missing and/or broken;
- Have an eye on the machines and their maintenance. The laser cutter needs to be cleaned on a regular basis. If something is broken, communicate it to the core team on site and see whether or not it can be fixed;
- Brief documentation of the activities of every day in the working area.

Time commitment and locations

Media Lab Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

Media Lab Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

We look for the following skills and experience when recruiting for Media Lab Supervisor:

- Required basic knowledge of Adobe Illustrator, Tinkercad, MAYA, Excel, PowerPoint, Microsoft Software;
- Knowledge about use and maintenance of Laser Cutter and/or 3D printer;
- A plus is knowledge about programming and coding;

Wood Workshop Supervision

Our Wood Workshop Supervisor is responsible for managing the wood workshop so that people have the opportunity to use the workshop independently, but also to gain and enhance their skills with wood work and according tools. The Wood Workshop is a heavily used working area in Habibi. Works with both very skilled carpenters coming to use the space, as well as people who have no experience with wood yet.

Primary responsibilities:

- Make sure people use the machines correctly. If you see someone misusing a machine, offer your help; it is about education and empowerment. Show someone how to use the tools correctly and then encourage them to use the tools correctly;
- Support people in realizing their ideas; guide people through the design and actual building process if needed;
- Offer your help and support to people using the wood workshop;
- Encourage people to put the tools and materials back after using them;
- Make sure the Wood Workshop is clean and tidy at the end of the working day;
- Make sure people treat machines and material with respect and people are not wasting material
- Hand out the material for one project per maker, not more. Be reasonable when handing out material.
- Make sure people wear the according protection clothes (gloves and glasses);
- You take what you make. Only finished products can be taken home;
- Make sure there is only up to eight people in the wood workshop working at once;
- Make sure children under the age of 15 do not enter the work space; if younger children do enter the wood workshop, they need to be accompanied by Habibi.Works staff;
- Make sure the workshop is closed and locked whenever you can't be there to supervise.

Secondary responsibilities:

- Have an eye on the material. Sort out material that is not needed and document if any material is missing;
- Have an eye on the tools and their maintenance. If tools are broken, see whether or not they can be fixed;
- Have an ear open for people's needs and demands. Almost any kind of project can be realised as long as it is reasonable. Encourage people to make things.
- Brief documentation of the activities of every day in the working area.

Time commitment and locations

Wood Working Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

Wood Workshop Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

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

- Carpentry skills;
- Knowledge on use and maintenance of tools;
- Patience to explain/teach people who are not experienced.

Metal Workshop Supervision

Our Metal Workshop Supervisor is responsible for managing the metal workshop so that people have the opportunity to use the workshop independently, but also to gain and enhance their skills with metal work and according tools. The Metal Workshop is a heavily used working area in Habibi.Works with both very skilled welders coming to use the space, as well as people who have no experience with metal yet.

Primary responsibilities:

- Make sure people use the machines correctly. If you see someone misusing a machine, offer your help; it is about education and empowerment. Show someone how to use the tools correctly and then encourage them to use the machine correctly;
- Support people in realizing their ideas; guide people through the design and actual building process if needed;
- Offer your help and support to people using the metal workshop;
- Encourage people to put the tools and materials back after using them;
- Make sure the Metal Workshop is clean and tidy at the end of the working day;
- Make sure people are wearing protection clothes (glasses and gloves) when working with machines;
- Have an overview of the bicycles of Habibi.Works. If they are broken make sure to put them away and fix them if necessary;
- Make sure children under the age of 15 do not enter the work space; if younger children do enter the metal workshop, they need to be accompanied by Habibi.Works staff.
- Make sure the workshop is closed and locked whenever you can't be there to supervise.

Secondary responsibilities:

- Have an eye on the material. Sort out material that is not needed and document if any material is missing;
- Have an eye on the tools and their maintenance. If tools are broken, see whether or not they can be fixed;
 - Brief documentation of the activities of every day in the working area.

Time commitment and locations

Metal Working Supervisor is recruited to work [40 hours per week] for a period of at least two weeks;

Metal Workshop Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

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

- Basic welding and soldering skills;
- Knowledge about tools;
- Basic bicycle repair knowledge;

Sewing Workshop Supervision

Our Sewing Workshop Supervisor is responsible for managing the sewing workshop so that people have the opportunity to use the workshop and sewing machines independently, but also to gain and enhance their skills with sewing machines, textiles and tailoring. The Sewing Workshop is a heavily used working area in Habibi. Works with both very skilled tailors coming to use the space, as well as people who have no experience with sewing machines yet.

Primary responsibilities:

- Make sure people use the machines correctly. If you see someone misusing a machine, offer your help; it is about education and empowerment. Show someone how to use the tools correctly and then encourage them to use the machine correctly;
- Make sure to manage textiles and fabrics and stock up the sewing area with necessary material;
- Give out fabric and textile in reasonable quantity (2-3 meters for dresses) and one piece at a time;
- Encourage people not to be wasteful and respect the material and others people;
- For pillowcases and curtains, please encourage people to use fabric we have a lot of and please encourage people to only make two pillow cases per person per day;
- Support people in realizing their ideas; guide people through the design and building process if needed;
- Offer your help and support to people using the sewing area;
- Encourage people to put the tools and materials back after using them and only using what is really needed;
- Make sure the Sewing Area is clean and tidy at the end of the working day.

Secondary responsibilities:

- Have an eye on the material. Sort out material that is not needed and document if any material is missing;
- Have an eye on the tools and their maintenance. If tools are broken, see whether or not they can be fixed;
- Have an eye on the textile situation and make sure to communicate with people that they can only take what they make. No textiles and fabrics can be taken home, unless they have been worked on and the product is finished.
- Brief documentation of the activities of every day in the working area.

Time commitment and locations

Sewing Workshop Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

Sewing Workshop Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

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

- Basic sewing skills;
- Knowledge about maintenance and set up of sewing machines;
- Preferable knowledge in embroidery, quilting and designing;

Beauty Workshop Supervision

Our Beauty Workshop Supervisor is responsible for managing the beauty workshop so that people have the opportunity to use the workshop independently, but also to gain and enhance their skills. The Beauty Workshop is a heavily used working area in Habibi. Works which requires a lot of patience and facilitation skills. Preferably, the beauty workshop is managed and run by one of the makers. If that is so, it is the responsibility of the beauty workshop supervisor to be in constant communication with the one responsible and facilitate whenever necessary. The Beauty Workshop is open on demand and only once a week (Saturdays) there will be hair coloring. The rest of the week it is for cutting hair or facilitating other workshops, which either need an intimate space or require 'gender separation'.

Primary responsibilities:

- Give out the material that is needed to people using the beauty workshop and make them aware that the material is their responsibility and needs to be returned to you when finished;
- Make sure to guide people through the beauty workshop, i.e. show them how to turn on and off the water tap and the light;
- ½ of one tube enough for short hair, 1 tube enough for medium/long hair and 1 ½ or more for very long hair;
- Make sure people use the machines correctly. If you see someone misusing a machine, offer your help; it is about education and empowerment. Show someone how to use the material correctly and then encourage them to use the material correctly;
- Support people in realizing their ideas; guide people through the design and actual implementing process if needed;
- Offer your help and support to people using the beauty workshop;
- Make people aware of how to use material respectfully and not to waste material;
- Encourage people to put the tools and materials back after using them;
- Make sure the Beauty Workshop is clean and tidy at the end of the working day;
- Make sure that on Saturdays the morning is used for coloring women's hair and the afternoon is for coloring men's hair. We want to give everyone the equal access to workshops and working areas;
- The Beauty Workshop is a female friendly space and needs to be treated sensitively. Make sure to point out to users when there are female only activities happening;

Secondary responsibilities:

- Have an eye on the material. Sort out material that is not needed and document if any material is missing; Communicate with the workshop responsible what material is needed;
- Have an eye on the material and their maintenance. If tools are broken, see whether or not they can be fixed;
 - Brief documentation of the activities of every day in the working area.

Time commitment and locations

Beauty Working Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

Metal Workshop Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

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

- Basic skills in coloring and cutting hair;

Kitchen Workshop Supervision

Our Kitchen Workshop Supervisor is responsible for managing and facilitating the kitchen, the cooking process and food distribution. Everyday, a delicious meal is prepared by a team of people who need to make sure they cook enough for all the makers in Habibi.Works. The Kitchen is a heavily used working area in Habibi.Works where food is cooked everyday and people from different parts of the world come together to prepare a common meal.

Primary responsibilities:

- Make sure people use the tools and machines correctly (i.e. knives, blenders, oven, gas stoves). If you see someone misusing something, offer your help; it is about education and empowerment. Show someone how to use the material correctly and then encourage them to use the material correctly;
- You are facilitating the cooking process. That means be aware of the quantities of food that is being cooked and make sure people cook a reasonable amount of food;
- Make sure people have the ingredients they need (we cook vegetarian, only on Wednesday we cook meat);
- Encourage people not to eat during the cooking process, but rather together during lunch. We want to be fair to everyone;
- Support people in realizing their ideas; guide people through the preparation and actual cooking and distributing process if needed;
- Offer your help and support to people using the Kitchen;
- Encourage people to put the items and materials they use back to where they came from;
- Make sure the Kitchen is clean and tidy at the end of the working day;
- During lunch, make sure the portions are reasonable and that the food is distributed evenly so that it will be enough to feed all the makers;
- During food distribution, make sure nobody except for Kitchen Team member and Habibi.Works members is entering the kitchen;
- After food distribution is finished, make sure someone puts the leftovers into the food storage. Everybody receives 1 plate (the kitchen team, the makers and the Habibi.Works members) and food is only eaten during lunch.

Secondary responsibilities:

- Have an eye on the material and items in the kitchen. Sort out material that is not needed or broken and document if anything is missing or broken;
- Your main responsibility is facilitating and managing the pressure that comes with cooking and distributing food;
- Brief documentation of the activities of every day in the working area.

Time commitment and locations

Kitchen Supervisor is recruited to work [40 hours per week] for a period of at least three weeks.

The Kitchen Supervisor is recruited to work in Katsikas, Ioannina, Greece.

Skills and Experience

We look for the following skills and experience when recruiting the Kitchen Supervisor:

- Basic cooking skills;
- Skills and adaptability in working in a team and dealing with stressful situations;
- Preferred skills: management and facilitation;

Other and New Projects

If you have a project or activity in mind that doesn't fit the listed working areas, please do approach us. We are always more than happy to amplify our concept! No matter whether the project you are thinking about requires a new kind of material or whether your ideas explore completely new areas (sports, music, writing, theatre, etc.), be assured that we will be very interested in hearing about them!