

Volunteer Handbook

Learn, contribute & make a
difference with us!



JobFair ^{SKG}
eureka

#Employability**For**All



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Odyssea 2025

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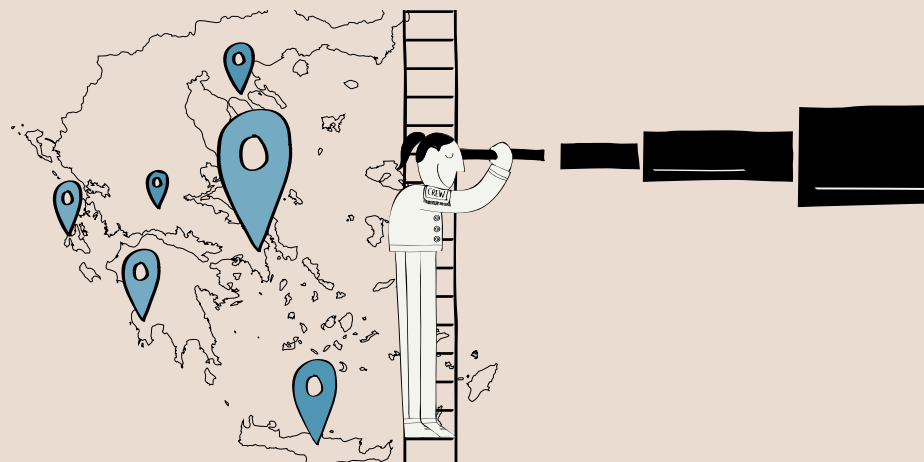
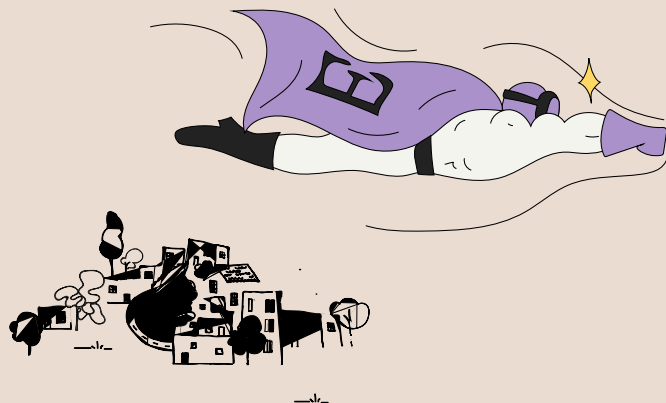


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01 Welcome



odyssea

01 Welcome

A Note from the CEO



Dear friends,

At Odyssea, our mission is to empower vulnerable youth by bridging the gap between education and employment, enabling them to unlock their full potential.

We are committed to fostering resilience, compassion, integrity, and innovation, believing that every young person deserves the opportunity to thrive. Through targeted vocational training and connections with quality employers, we not only nurture each individual's independence but also strive to build a meritocratic society where success is based on skills and abilities.

This vision drives us every day as we work to create lasting, positive change in the lives of those we serve.

Jai Mexis

CEO



A Note from the Branch Manager

Dear friends,

The Youth Center of Thessaloniki was created to be an innovative hub of opportunity for the city's youth. Our mission is simple yet powerful: to serve, uplift, empower, and connect young people to pathways that can transform their futures.

From day one, we have sought to democratize access to opportunity through vocational training, employability services, and meaningful connections to the local job market. We are proud that many young people have already found employment through our efforts but we know this is just the beginning of a much longer journey.

This is why we are bringing the Eureka Job Fair to Thessaloniki: a vibrant event dedicated to giving young people direct access to employers, youth organizations, and workshops that support both professional preparation and personal growth.

I am truly grateful for your support in making this event a reality. At the heart of every community, and especially in moments of crisis, volunteers are the ones who step up. At the Youth Center, we see this spirit alive every week through initiatives such as our Social Kitchen, where together we have cooked and shared more than 10,000 meals, and our Boxes of Love, through which we have delivered over 300 packages of essentials to families in need.

Volunteering is more than service - it is what it means to be an active and engaged citizen. Thank you for being part of this mission with us.

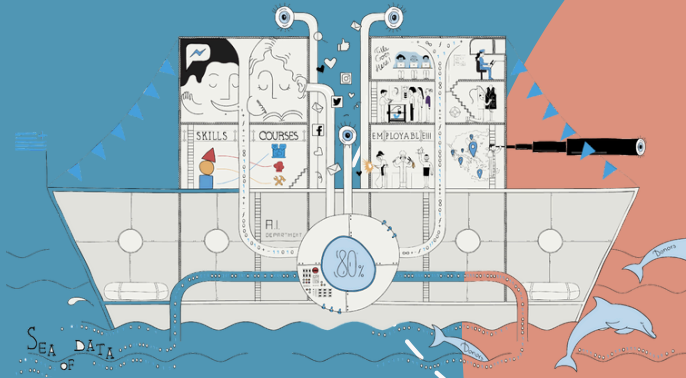
With gratitude,

Dina Rokic
Branch Manager



02 About Us

 **Founded**
2016



2017



Athens Academy

2024



Odyssea Youth
Center
Thessaloniki

2025



Athens Job
Center



and the journey
continues...

Who We Are

Odyssea is a non-profit organization that supports young vulnerable people to have access to employment opportunities in society.

Odyssea is a non-profit organization that supports young vulnerable people to have access to employment opportunities in society. We provide tailored vocational and life-skills training combined with employability services that bridge young people with the world of work and empowering them to realize their full potential.

Our Mission

is to ensure that young people have equal opportunities in society by harnessing the power of knowledge for employment and personal development.

Our Vision

is to build a world where all young people thrive by realizing their full potential.

Our Values



RESILIENCE

We nurture person's ability to be strong, independent, and successful in life.



COMPASSION

We put ourselves in others' shoes to fully understand their needs and aspirations.



INTEGRITY

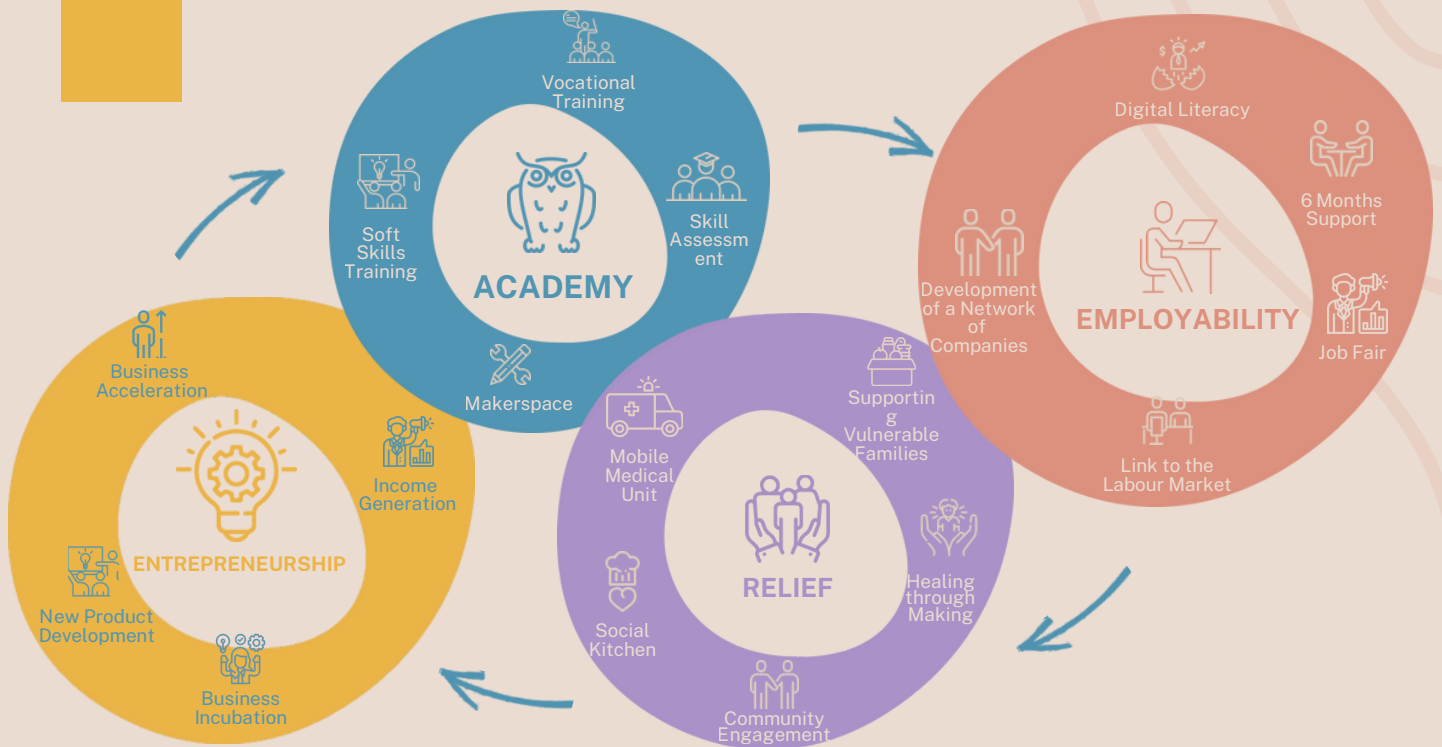
Committed to our mission, we put our values at the heart of our work.



INNOVATION

We constantly challenge ourselves to be the best we can for the people we serve.

Our Pillars



Academy

- › Introductory Professional Training Courses
- › Horizontal & Digital Skills Training
- › Personalised Vocational Training Programmes

Relief

- › Social Kitchen
- › Boxes of Love
- › Mobile Medical Unit
- › Supporting Vulnerable Families
- › Healing Through Making

Employability

- › Career counselling
- › Skills assessment
- › Creation of a professional profile
- › Connection with the job market
- › Career Days & Network of Companies

Entrepreneurship

- › Business Incubation
- › Business Acceleration
- › Hackathon
- › Networking Opportunities

Our Beneficiaries

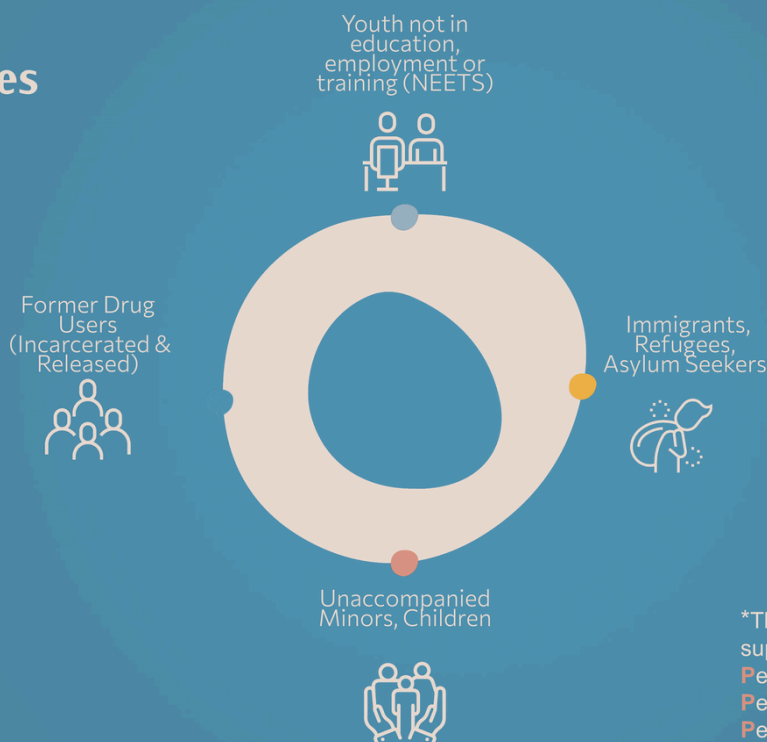
- > Young people not in education, training or employment
- > The unemployed and long-term unemployed
- > Migrants, Refugees & Asylum Seekers
- > Socially excluded groups

57% are men and 43% are women.

50% are Greek and the rest are from other nationalities.

The majority of our candidates are aged between 18 and 34.

Our Beneficiaries



47% of the population we serve are women

*Through Odyssea's Social Actions we support
People in need
People who are homeless
People with disabilities

Facilities



01 Athens Academy

Completed in 2020, the Athens Academy consists of 600m² of training facilities and equipment specially designed for teaching that simulate professional workspaces.

Athens Job Center

Odyssea has recently launched its employability-dedicated space, providing expert career counselling, CV and Cover Letter creation and advice, interview preparation, and job-matching support.

02



03 Thessaloniki Youth Center



The Youth Center offers young people empowerment, training opportunities, and a sustainable pathway to the labor market.

Odyssea in Numbers

3.420

Total
beneficiaries

1.361

Students

4.083

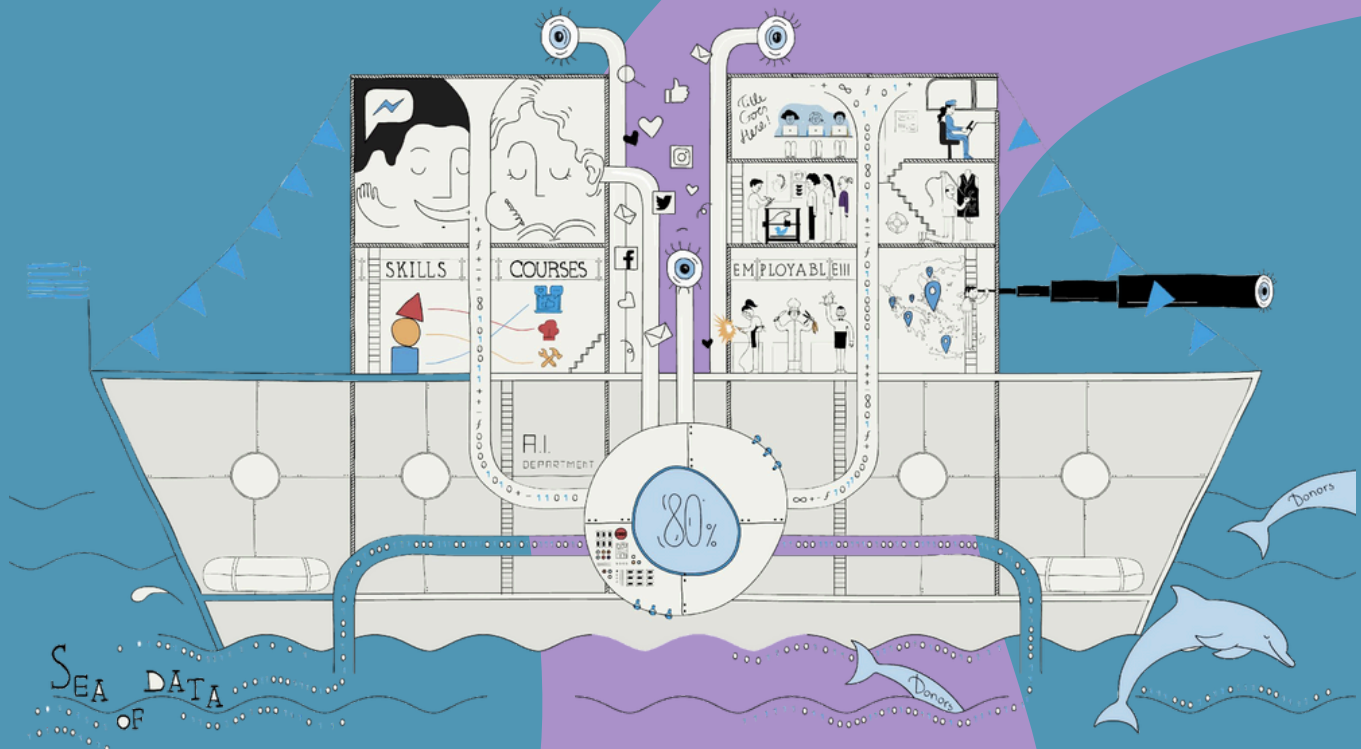
Training
hours

43%

Of graduates
found a job

2024

03 Being an Odyssea Volunteer



A journey you will
never forget!



Definition

of a Volunteer

Being a volunteer is all about people choosing to do something that truly matters for others. It is a way of giving your time and energy to causes that make the world a little better. Today, volunteering can mean many things: sometimes it's joining projects that already exist, and other times it's about creating new ideas and initiatives from scratch. Most importantly, it's about connecting with people, sharing your passions, and helping communities grow stronger together.

Traditional vs. Contemporary Volunteering



Traditional Volunteering

Where it happens: Established organizations, institutions, or charities.

What it looks like: Helping out in already existent structures

- The focus: Supporting existing needs
- The style: Usually organized, structured, and based on clear roles or schedules.

👉 Think of volunteering as helping during a job fair, or supporting a local event.



Contemporary Volunteering

Where it happens: Anywhere — from local communities to online platforms.

What it looks like: Starting new initiatives, organizing campaigns etc

- The focus: Creativity, innovation, and personal initiative.
- The style: Flexible, dynamic, often led by young people with fresh ideas.

👉 Think of launching your idea, with having support from an NGO, your community or a circle of friends

The Power of Volunteering

Volunteering is more than giving your time, it's about discovering your true self while helping others. Every action you take has the power to create change, build connections, and give life meaning. The beauty of volunteering is that while you make the world better, you also grow as a person.

Why Volunteering Matters

- Promotes social change: Encourages inclusion and solidarity.
- Gives a voice to vulnerable groups: Your actions can make others heard.
- Reduces stress and gives purpose: Helps you cope with daily life.
- Builds friendships and joy: Meet new people and have fun.
- Develops skills and experience: Useful for your future career.
- Brings recognition and fulfillment: Feel valued for your contribution.

Volunteering for Your Body

Helping out physically, organizing events, preparing materials, supporting projects, keeps you active and healthy. Studies show volunteers enjoy better physical health, lower stress, and even longer lives. Simply put: doing good is good for your body too.



“Life’s most persistent and urgent question is: What are you doing for others?” — Martin Luther King Jr.



Volunteering for your Mind & Soul

Acts of kindness release “feel-good” hormones, boost confidence, and provide a deep sense of meaning. Volunteers often report less anxiety and more life satisfaction. When you give your time and energy to others, you cultivate resilience, joy, and a deep sense of fulfillment.

Building Stronger Communities

Volunteers are the glue that holds communities together. Every action, every effort strengthens connections, fosters inclusion, and creates a sense of belonging. Your contributions make neighborhoods safer, stronger, and more vibrant.

A Catalyst for Change

Volunteering sparks transformation. Small acts ripple outward, inspiring others, driving progress, and creating lasting impact. Change starts with each person who chooses to step forward and make a difference.

A Journey of Lifelong Learning

Volunteering is a path to growth. Every experience teaches new skills, reveals hidden strengths, and opens doors to opportunities. It’s a journey of discovery, development, and empowerment that lasts a lifetime.

“

Volunteering is at the very core of being a human. No one has made it through life without someone else’s help.” – Heather French Henry

The Value of Volunteers



You go beyond the actions

You don't just support, you amplify. Every action you take pushes the organization further, reaching places and people that staff alone can't.

You Transform the Effort into Change

Together with staff, your energy turns tasks into movements, ideas into results, and simple actions into lasting impact. You help make progress faster, stronger, and more meaningful.

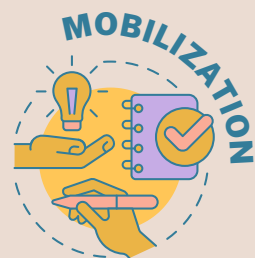


You Take Initiative

You spot what needs attention and take action. You bring creative solutions, adapt to challenges, and step in where it matters most

You Multiply the Organization's Reach

By connecting, inspiring, and mobilizing others, you expand the organization's influence far beyond its walls. Your actions spark change that grows exponentially.



You Infuse Every Project with Heart and Power


Your compassion, commitment, and authenticity flow through everything you do. You make work meaningful, alive, and transformative, taking every task one step further.

Stories of Impact

One of the main pillars of Odyssea is **relief intervention**. Odyssea organizes a series of initiatives and events that support vulnerable individuals and create opportunities for meaningful personal and social impact. We see these actions as a core expression of our identity and our vision for a more inclusive and compassionate society, one that leaves no one behind.

Our Social Kitchen initiative continues to bring people together around care, compassion, and action. Our Boxes of Love initiative distributes essential supply boxes to families living below the poverty line.

Together, these actions reflect our commitment to inclusive solidarity, dignity, and shared responsibility.



"I've done similar to that before, some volunteer work, but in Odyssea, the Social Kitchen has these open concept tables, where everyone is preparing things together with others. It makes things a lot more fun!"

**Odyssea Volunteer,
Social Kitchen**

"I feel for others, I empathize and you want to help because at the end of the day we are all one!"

**Odyssea Volunteer,
Boxes of Love**

04 Volunteer Roles



**21st & 22nd
November
2025**

Looking for a job?

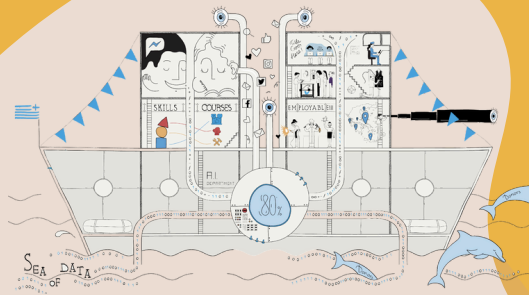
**Want to take the next step in your career?
Then Eureka JobFair is the place to be!**

JobFair **eureka** SKG



**For the 4th consecutive year, Odyssea
brings together people with vision and
talent with top companies seeking
new talents.**

***The Eureka Job Fair is implemented within the framework of the
Bridging The Skills Gap programme of the Ministry of Migration & Asylum,
with funding from the Swiss Government .**



**Job interviews x
1000+**



**Speed dating
networking with
companies x 100+**



**Youth Spots x
10**



**Workshops & Panels
x 5**



**CV Stations x
250ppl**

SKG
JobFair
eureka



Registration Team

Mission

You ensure the Job Fair begins with structure, clarity, and warmth. You are the very first impression of the Job Fair. Your presence is more than welcoming guests - it's about setting the tone, creating an atmosphere of warmth, and ensuring that every person feels they belong from the moment they arrive.

Your contribution goes beyond handing out forms or merch bags. You are the face of the event, the one who transforms a simple check-in into a powerful first step of someone's journey. The way you greet, guide, and organize arrivals will echo throughout their entire experience at the fair.

Tasks



Welcome & Register Guests

Greet beneficiaries, companies, and sponsors with energy and kindness. Guide them through the sign-in process, printing their CVs and make sure their arrival feels smooth and stress-free.



Guide & Inform

Point participants in the right direction, answer basic questions, and ensure no one feels lost. You are the first source of clarity at the event.



Support Flow & Organization

Help manage the crowd at peak times. Keep the registration area orderly so the fair feels professional and efficient right from the start.

Why it Matters

For the Event

You ensure the Job Fair begins with structure, clarity, and warmth.

For You

As a Registration Team volunteer, you'll strengthen your communication, organization, and people skills in a real-world, high-energy setting. You'll learn how to multitask, stay calm under pressure, and create a welcoming environment; all skills that are invaluable for your future career and personal growth. Most importantly, you'll know that you were the reason hundreds of participants started their experience with confidence and positivity.

Youth Spot Assistant

Mission

You are the voice amplifier for youth. Your mission is to make sure young people and youth organizations are not only present at the Job Fair but also seen, heard, and celebrated. You help them shine, giving them the confidence and visibility they deserve.

Your contribution makes a powerful difference - without you, youth spots could blend into the background. With you, they stand out as a vibrant, inspiring part of the fair. You transform participation into empowerment.

Tasks



Set Up Youth Spots

Assist in arranging tables, displays, and materials so youth organizations are ready to welcome participants.



Capture & Share Youth Spot Assistant

Take photos and short videos, write captions, and upload stories to showcase their work in real time. Make sure every youth spot gets the attention it deserves.



Engage & Support

Encourage conversations between youth organizations and participants. Step in if they need practical help during the event.

Why it Matters

For the Event

You make sure the Youth Spots shine as vibrant spaces of creativity, expression, and opportunity.

For You

As a Youth Spot Assistant, you'll build your skills in communication, creativity, and digital storytelling. You'll practice capturing moments, engaging with diverse groups, and amplifying voices that deserve to be heard. This role strengthens your ability to support others while developing your own confidence, adaptability, and sense of leadership. Most importantly, you'll know that you were the reason youth organizations and participants felt seen, valued, and empowered.

Workshop & Panel Support

Mission

You make learning flow. Workshops, speed dating network area and panels are the spaces where people share ideas, connect with mentors, and build knowledge. Your mission is to create an environment where learning feels effortless and inspiring.

Without you, speakers may be stressed and sessions may feel disorganized. With you, workshops and panels run like clockwork, leaving participants with knowledge and inspiration that lasts.



Tasks



Prepare the Space & the Sessions

Support staff in arranging chairs, materials, and technical equipment. Monitor timing, guide Q&A, and step in to keep sessions running according to plan.



Welcome Participants

Greet attendees with enthusiasm and help them find seats quickly.



Assist Speakers

Be on hand for presenters - help with setup, handouts, or small technical needs.

Why it Matters

For the Event

Workshops and panels are highlights of the fair. Your role ensures they are professional, inspiring, and impactful.

For You

You'll build event management, organizational, and leadership skills. You'll learn how to keep high-pressure activities flowing — a skill that will serve you in any future role or career.



Activity Support (Odyssea Activities)

Mission

You are the energy behind the most exciting and interactive parts of the Job Fair. From VR experiences to photo booths, your mission is to create fun, engaging, and meaningful moments for participants.

Without you, activities wouldn't have fun. With you, they become memorable experiences that spark joy and curiosity.

Tasks



Leave your Signature

Support the Job Fair even before the main event. Distribute flyers, share your ideas, be part of the facility team.



Run Activity Stations

Support at booths like VR, Photo Booth, or Future Letter Booth, ensuring participants are guided and engaged. Answer questions, and keep the atmosphere lively.



Maintain Flow & Safety

Make sure activities run smoothly and that everyone feels safe and comfortable.

Why it Matters

For the Event

Activities bring the fair to life. You make sure they're not just functional but unforgettable.

For You

You'll develop public engagement, teamwork, and leadership skills while building confidence in hosting experiences. Plus, you'll get to be part of the most dynamic and fun side of the fair.

Communications Support

Mission

You are the storyteller. Your mission is to capture the energy of the Job Fair and share it with the world. Through photos, captions, and stories, you make sure the impact of the event goes far beyond the venue.

With you, the story lives on, inspiring others long after the fair is over.



Tasks



Promote before the fair

Help distribute flyers and spread the word in the days leading up to the event.



Capture the moment & tell the story

Take photos and videos that show the spirit of the fair, from registration to activities. Write captions, upload stories, and help manage social media content.



Boost Engagement

Support contests and campaigns that keep participants excited during and after the event.

Why it Matters

For the Event

You make sure the fair reaches not just those who attend, but many more through digital storytelling.

For You

You'll strengthen digital communication, media, and marketing skills. You'll also learn how to tell stories that inspire action — a skill that's invaluable in any career.

Guest Relations

Mission

You are the bridge between people and possibilities. Your mission is to make every guest feel welcomed, guided, and valued — whether they are job seekers, companies, or youth organizations.

With you, the event feels warm, inclusive, and professional.

Tasks



Welcome Companies & Organizations

Help distribute flyers and spread the word in the days leading up to the event.



Support Beneficiaries

Guide young participants and job seekers with patience and encouragement. Provide clear information about the schedule, spaces, and activities.



Assist with Setup

Help companies or organizations set up their stands when needed.

Why it Matters

For the Event

You create the human connection that makes every guest feel respected and supported.

For You

You'll gain hospitality, problem-solving, and interpersonal skills while learning how to handle diverse needs with confidence and empathy.

Space Setup Crew



Mission

You are the architect of the fair. Your mission is to transform an empty venue into a vibrant, inspiring space where people feel welcomed and energized.

With you, the fair becomes a festival of opportunities.

Tasks



Prepare the Venue

Set up tables, booths, chairs, and decorations before the event. Ensure signs, directions, and materials are in place.



Keep the Space Safe & Organized

Monitor the area and adjust as needed to maintain flow and comfort.



Assist During the Fair

Be ready to step in with quick fixes and adjustments.

Why it Matters

For the Event

The space sets the mood. Thanks to you, everything looks professional, organized, and welcoming.

For You

You'll strengthen teamwork, creativity, problem solving, crisis management and adaptability skills. You'll also see firsthand how your effort builds the stage for an entire community to connect and grow.

05 Guidelines & Policies



Odyssea Code of Conduct



01

Act with Integrity

Always behave honestly, responsibly, and in alignment with Odyssea's mission and values.

03

Promote Inclusion & Equality

Ensure fairness and reject all forms of discrimination.

05

Communicate Transparently

Be open, truthful, and accountable in all interactions.

07

Avoid Conflicts of Interest

Do not let personal interests interfere with Odyssea's work.

09

Say No to Corruption

Do not accept or offer bribes, gifts, or undue benefits.

11

Report Misconduct

Speak up against violations or concerns without fear of retaliation.

02

Show Respect

Treat everyone with dignity, kindness, and professionalism.

04

Work as a Team

Collaborate, support colleagues, and foster a positive environment.

06

Protect Confidentiality

Safeguard sensitive data and respect the privacy of beneficiaries and partners.

08

Reject Harassment & Exploitation

Bullying, abuse, or exploitation in any form is never tolerated.

10

Ensure Health & Safety

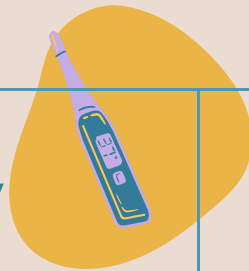
Follow safety rules and contribute to a secure environment.

12

Commit to Growth

Engage in continuous learning and uphold Odyssea's high standards.

Policies



Health & Safety Policy

Your well-being is our top priority. As a volunteer, you share responsibility for keeping the space safe.



Follow all safety instructions given by staff.



Keep pathways and work areas free of hazards.



Immediately report any accidents, injuries, or unsafe conditions.



Take care of yourself and support others in maintaining a safe environment.

Confidentiality & Data Protection

As a volunteer, you may come across sensitive information. Protecting privacy is essential.



Never share personal data of beneficiaries, staff, or partners outside Odyssea.



Do not post photos or information online without clear permission.

Keep documents and digital files secure and only for their intended use



Anti-Harassment & Inclusion Policy

Odyssea is a safe and inclusive space where harassment, bullying, or discrimination have no place. Treat everyone with respect, honor personal boundaries, and speak up against unacceptable behavior. Together, we create an environment where all can feel valued and thrive.



Complaints & Reporting Policy

At Odyssea every voice matters.

- If something feels wrong or unfair, speak up your opinion is important.
- Share complaints directly with staff or through official reporting channels.
- All complaints will be taken seriously, investigated fairly, and handled with respect.
- You will never face retaliation for raising a concern.

Seven

effective ways
to protect
yourself &
others from
illness

2

Use Hand Sanitizer



Keep the available sanitizers in sight and use them when handwashing isn't possible.

1

Wash your Hands Often



Use soap and water for at least 20 seconds, especially before eating or after contact with shared surfaces.

3

Cover Coughs and Sneezes

Always use a tissue or your elbow to protect people around you. If you mistakenly use your hand repeat step 1 or 2!



4



Stay Home if Unwell

If you feel sick, rest and recover. Protecting others and yourself is part of your volunteer responsibilities.

6

Eat Healthy & Stay Hydrated



Fuel your body with nutritious food and plenty of water to stay strong and energized. If you notice that someone else missed that a kind reminder is always advised!

5

Mind Personal Boundaries



Be mindful of how close you stand to others, giving them room to feel safe and comfortable.

7

Care for common places

Put your items inside the designated area. Keep the space clean and be mindful when using the toilet.

06 Engagement and Support



Before the Event



Interviews

This is an opportunity for us to learn about you — your background, your motivation, and what inspires you to volunteer. You are one step closer in your journey with Odyssea.



First Meeting: Introductions

The first team meeting is all about connection. You'll meet your fellow volunteers, get to know the staff, and start building relationships. Expect fun icebreakers, group activities, and space to share your story. This is where we begin to create the supportive community that will make volunteering meaningful and enjoyable.



Second Meeting: Role Playing & Role Assignment

This session is about practice and discovery. Through role-playing activities, you'll try out different volunteer tasks. Based on these activities, you'll be placed into teams and assigned roles — but with the flexibility to rotate later if needed.



Third Meeting: Bonding Activity: Boxes of Love / Social Kitchen

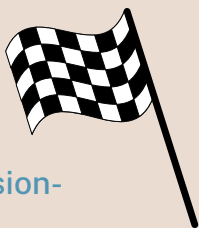
We step outside the event prep and focus on giving back together. As a team, you'll take part in a community service activity, such as preparing Boxes of Love or working in the Social Kitchen.



Fourth & Fifth Meeting

These meetings are all about fine-tuning. We'll review roles, practice event scenarios, and go through any final training activities. This is also your chance to ask questions, share ideas, and practice teamwork. Attendance is important to ensure smooth collaboration.

20, 21 & 22 November



JobFair **eureka** SKG

Mark your calendars — these three days are mission-critical and non-negotiable! We're talking final rehearsals, full-team run-throughs, and those last magic touches that take us from great to unstoppable.



An Exclusive Mystery
Merch kit will be
given!



Do's



Your Superpowers as a Volunteer

1

Be Punctual

Show up like a hero. On time, ready, and full of energy.

2

Wear your badge & merch

You're part of Team Odyssea!

3

Ask Questions

If unsure, always check with your team lead.

4

Stay flexible

Things change fast, and that's where you shine.

5

Bring Positive Energy

It's contagious and makes guests feel at home. Spread good vibes. Encourage, cheer, and support others.

6

Be the Guide

Spot someone lost? You're their compass.

7

Team Up & Stay Respectful

Lift others up, because teamwork makes the dream work.

During the event



Don't's

Things that kill the vibe

1

Don't be late

Superheroes never miss their cue.

2

Don't hide behind your phone

The action is in front of you.

3

Don't smoke or drink alcohol

You can smoke during your breaks. The alcohol part is for the party later on.

4

Don't be offensive

All issues can be solved calmly.

5

Don't share personal info

Keep your own personal details private, and never share beneficiaries' information outside Odyssea.

6

Keep it fair

Volunteering is about giving, not trading. Don't exchange gifts or money, with beneficiaries, companies, or partners.

7

Don't hesitate

Express your opinion, bring your self.

During the event



After the Event

Your journey doesn't end when the Eureka Job Fair closes — it continues with celebration, recognition, and new opportunities!



After Event Celebration

Let's celebrate our hard work together! A fun, informal gathering to relax, dance, laugh, and enjoy the community spirit we built.



Certificate & recommendation Letter

Every volunteer receives an official certificate recognizing your valuable contribution. And....Personalized letter for volunteers who want the extra step towards a successful career.



1 Guaranteed Spot for an Odyssey Academy

As a thank-you, each volunteer secures a place in one of Odyssey's training academies to continue building skills and future opportunities.



Exclusive Photos

A digital "thank-you pack" with photos.

06 Extra Info and Support



Key Contacts, Useful Links and Resources

Before you go, stay curious & connected

Contacts

Rokic Dina Branch Manager:

dina.rokic@odyssea.com

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Site

<https://odyssea.com/>

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Academies here:

 youthcenterthess@odyssea.com

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 Odyssea Youth Center Thessaloniki


odyssea

SCAN
ME



JobFair ^{SKG} eureka

#EmployabilityForAll

 odyssea