VOLUNTEER MANUAL



SKEPPSUDDEN



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I ABOUT SKEPPSUDDEN





OUR PURPOSE

Skeppsudden is dedicated to connection to ourselves, to others, and to something larger.

We are a non-profit organisation and a base for greater self-awareness, health and quality of life.





A PLACE WITH A LONG HISTORY

From Viking-era life on Vikbolandet to the centuries-old main house, orchards and mature trees by the water... Skeppsudden has long been a place for adventurers to rest.

Over the last 30 years, an estimated 450 retreats have welcomed around 13,500 participants. Many have called it paradise.



THE COURSES AT OUR CORE

Around forty retreats hire Skeppsudden each year, alongside co-created events.

Themes include tantra, intimacy, group psychology and therapy, healing, massage, women's and men's work, deep ceremonies and more.

Retreats and festivals range from 15 people to 150 or more.

https://skeppsudden.com/



Gatherings and Festivals

People gather here every year to explore personal development, co-creation, sacred sexuality, women's and men's work, and more.

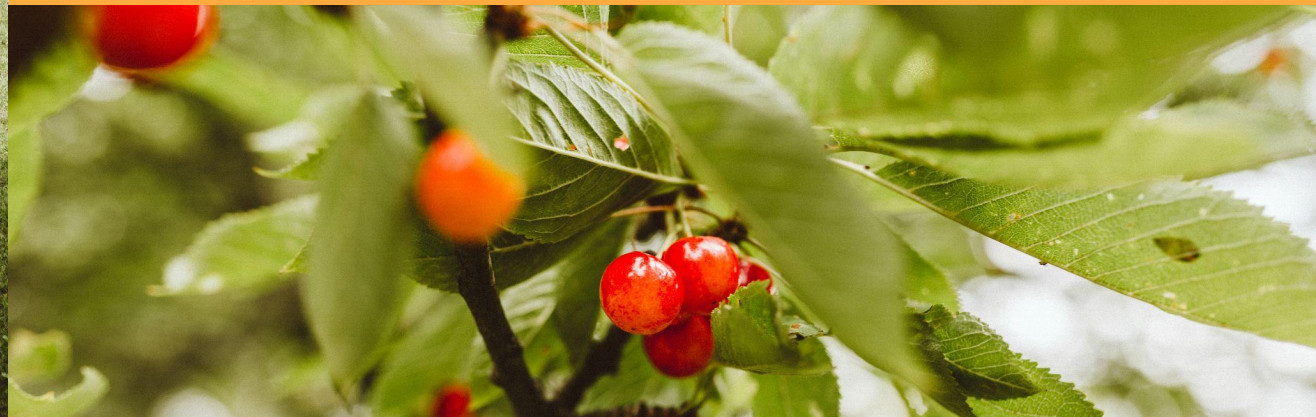
We fill the seasons with laughter, pleasure, healing and insight.

Our vision is to offer deep exploration, including the challenging parts of ourselves, in pursuit of greater awareness and pleasure.





2 BEFORE YOU ARRIVE



What we offer

Three meals a day plus snacks.
Accommodation, usually in your own room.
Opportunities to join inspiring retreats that invite exploration, connection and personal growth.
A welcoming work environment where we aim for work to feel relaxed, fun and connected.



YOUR ACCOMMODATION

We do our best to find you **private accommodation**. To accommodate this, you may occasionally need to switch rooms during your stay.





YOUR CONTRIBUTION

We welcome your hands, your heart and your mind.

Your practical help, your advice, perspectives, dreams and creativity, matter, and make a difference for us and for Skeppsudden.



COMMITMENT

- Commit to a stay of **at least one month**.
- Contribute **30 hours of work per week**.
- Plan your hours with the team, accounting for busy periods around events.
- We aim for everyone to have **two full days off each week**.
- If you're ill, you're not expected to work. Let the team know and take the time you need to recover.

COMMUNITY EXPECTATIONS

Help create a welcoming atmosphere - Treat others with kindness, communicate openly and contribute to life together.

Take ownership of your work - Show initiative and ask for guidance when you need it.

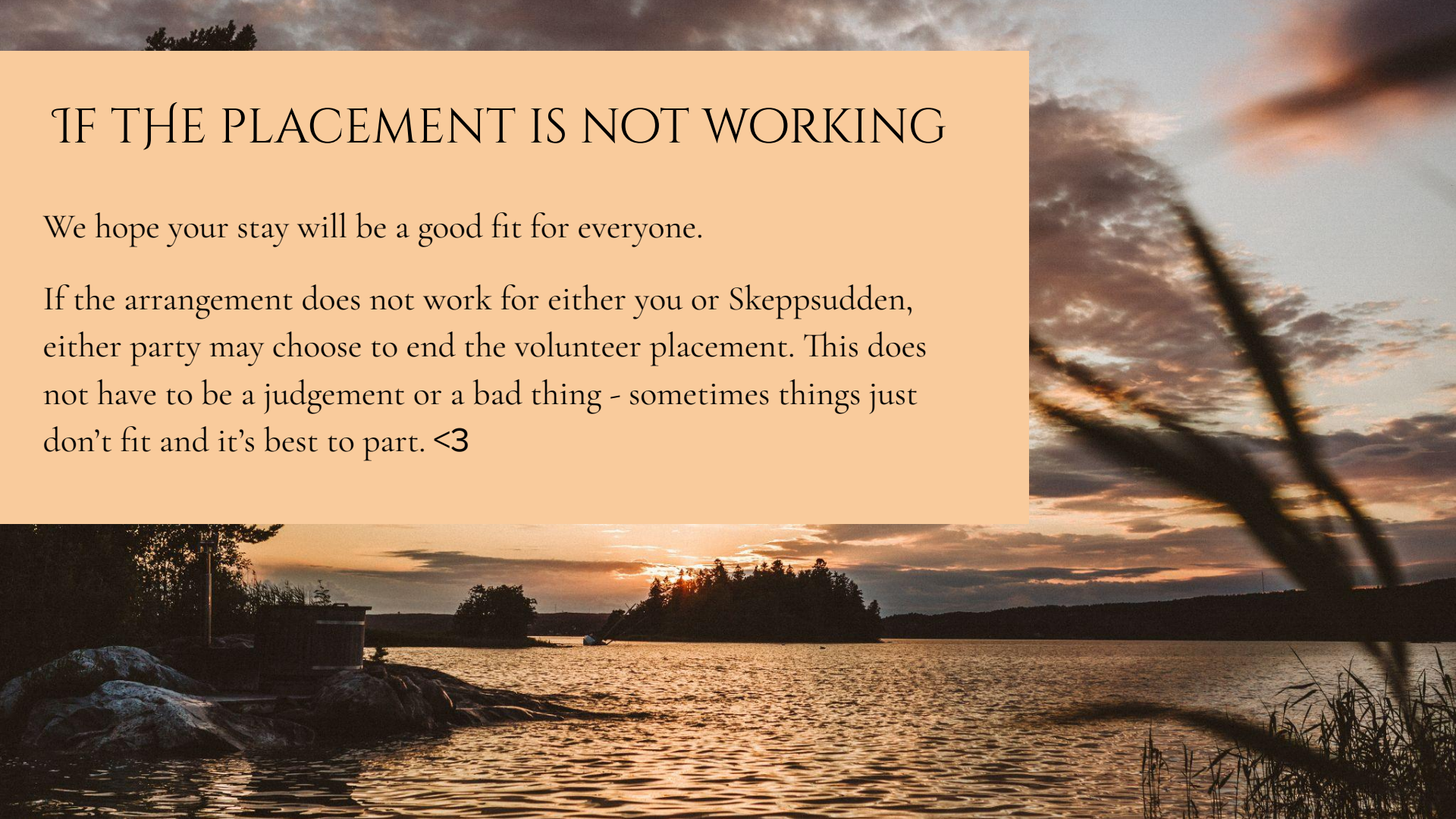
Respect your own limits - Communicate your needs and find a pace that feels sustainable.



If the placement is not working

We hope your stay will be a good fit for everyone.

If the arrangement does not work for either you or Skeppsudden, either party may choose to end the volunteer placement. This does not have to be a judgement or a bad thing - sometimes things just don't fit and it's best to part. <3



OUR DAILY RHYTHM BETWEEN RETREATS

9 - **Morning meeting**. **Breakfast** is eaten before or after the meeting.

13 - **Lunch**

18 - **Dinner**

Between retreats, we share cooking and dishwashing.





OUR RHYTHM DURING RETREATS

During retreats, a chef usually cooks and participants often wash the dishes.

Meal times vary between retreats, but often a small breakfast is served in the early morning, a big brunch around 11, and dinner around 18.

Respecting the retreat space

During some retreats, participants need privacy and space to focus on their experience. Please help protect their “retreat bubble” by keeping participant areas clear and giving them space. The team will let you know which areas this applies to and when.

Getting Here

1. Confirm arrival and any pickup with your on-site contact
2. Train to Norrköping Central Station
3. Bus 440 Östra Husby, get off at **Östra Stenbys vk**.
   The ride takes around 30 minutes.
4. We pick you up at the bus stop.

Directions from train station to the buses

Bus timetable



Useful things to bring

- ☑ Practical clothes and sturdy shoes for hands-on work
- ☑ Warm layers for chilly days and evenings, especially in spring, autumn and winter
- ☑ Something nice to wear if you feel like dressing up for an event
- ☑ Waterproof jacket and shoes for rainy days
- ☑ Comfortable clothes for movement, yoga and relaxation
- ☑ Indoor shoes or slippers
- ☑ Swimwear for swimming and sauna
- ☑ A reusable water bottle
- ☑ A headlamp or torch for walking around after dark
- ☑ Personal toiletries and any medication you need
- ☑ Sunscreen and insect repellent in summer
- ☑ Earplugs for restful sleep and quiet moments
- ☑ A journal for reflections, thoughts and inspiration





Your contact before arrival: Daniel

Daniel facilitates the initial stage of the volunteer process. He works off site and is your first point of contact.

Before your arrival at Skeppsudden, he connects you with someone on site. After the handover, direct questions to your on-site contact.

THE PERMANENT TEAM - ON SITE



Chris

CEO:
Finance, bookings & legal matters



Roderick

Carpenter & Handyman:
Repairs, maintenance & everyday support



Zita

Administrator & photographer:
Routines, systems, everyday support & photography



Fanny

Artist:
Art & everyday support

THE PERMANENT TEAM - OFF SITE



Daniel

Volunteer Recruiter:
First point of contact



Leneisja

Volunteer Support Person:
Emotional support & an outside perspective





3 THINGS TO KNOW ON SITE



Map of Skeppsudden

A - Main House
B - Orangery
C - Private House
D - Tower House
E - Green Cottage
F - Beach House
G - Sauna
H - Play House
I - Boat House
J - Gardener's House
K - Tipi Building
L - Barn
M - Barn Toilets
N - Carpenter's House
O - Circus Wagon
P - Stables

SAFETY AND SUPPORT



If you do not feel safe on site, speak with **Chris** (CEO).

If you prefer not to speak with Chris for any reason, contact **Leneisja** (off site):

+46 761699492

Hi! 🌸 My name is Leneisja, and I'm a support person for volunteers at Skeppsudden. If there's anything you'd like to talk about during your stay, or if you'd appreciate an outside perspective on something you're experiencing, you're very welcome to reach out to me.

I'm a trained tantric therapist with experience providing emotional support in many different settings. I also serve on Skeppsudden's board, and it's close to my heart that everyone who lives, stays or works here feels safe, welcome and well supported.

Apps for everyday work



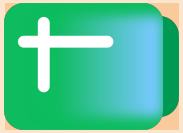
Discord - team communication

Download for iPhone Download for Android



Trello - task coordination

Download for iPhone Download for Android



Google Sheets - shared spreadsheets

Download for iPhone Download for Android



Clockify - optional tool for time tracking

Download for iPhone Download for Android

Ask the team for access to our workspaces and shared sheets.

Internet routers located in Main House, Private House, and Barn:



WiFi network: **Skeppsudden**

Password: **Skeppsudden**

Upon leaving

Leave your room clean and orderly when leaving or switching rooms. Bring your sheets and towel to the laundry.



ONBOARDING CHECKLIST

We'll walk you through this checklist when you arrive:

- [ ] Team introductions and whom to contact for help or support.
- [ ] Tour of the site and key spaces.
- [ ] Your accommodation, sheets, towel and WiFi access.
- [ ] Meal arrangements and your dietary needs.
- [ ] Access to Discord, Trello and Google Sheets.
- [ ] Clarity on morning meetings and daily routines.
- [ ] Your work tasks.
- [ ] Your work schedule, breaks and days off.
- [ ] Volunteer leaders and guidance on your tasks.
- [ ] Opportunities to join retreats.
- [ ] How to communicate your needs, limits or concerns.
- [ ] Time for any remaining questions.





We look forward to welcoming you
to Skeppsudden <3