

The Sewing Hui of Maui

Volunteer Handbook



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Welcome

1.1 Welcome

Welcome, and thank you for volunteering with The Sewing Hui of Maui! We appreciate your time, skills, and enthusiasm. Your help makes a big difference for our organization and the Maui community.

We hope this experience is meaningful for you too, a chance to give back, meet others who love sewing, and be part of something that benefits our island.

This handbook explains what we expect from volunteers and gives you the basics to get started with confidence. If you have any questions, please reach out to the Program Director anytime.

Mahalo for your support and commitment to Maui!



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Our Organization



2.1 About

The Sewing Hui (TSH) is a 501(c)(3) nonprofit led by Jennifer Oberg that creates handsewn items to support the Maui community. Our 100+ volunteers include both residents and visitors, making items for keiki, kūpuna, fire-displaced families, schools, healthcare providers, and more.

TSH has made over 30,000 items and partnered with 80+ organizations. We also offer sewing education, youth design mentorship, and events that promote community and sustainable practices, diverting over 2,000 pounds of textile waste from landfills.

2.2 Our Mission

Our mission is to help the Maui community by creating sewn items for organizations in need. We hope to exemplify the power of community, generosity, sustainability, and creating together.

2.3 Our Vision

We strive to sustain a culture of generosity, creativity, and supporting one another. Through The Sewing Hui, we hope to empower others to contribute and support our beloved community of Maui.

2.4 Our History

The Sewing Hui evolved out of the Maui Face Mask Project. That project, conducted in the Spring of 2020, was started to address the critical shortage of N-95 face masks on Maui. The project created 10,411 high quality filter face masks for Maui's healthcare providers. These face masks were modeled after a flat-fold N-95 face mask provided by Kaiser Permanente Maui Lani Clinic. After completing the project on May 15, 2020, The Sewing Hui was born.

2.5 Our Values

- ◀ Aloha caring, compassion for others, love
- ◀ Kokua help, assist, comfort, support
- ◀ Kuleana privilege, responsibility
- ◀ Laulima many hands working together
- ◀ Mahalo thank you
- ◀ Malama caring, nurturing others, to protect
- ◀ 'Ohana family
- ◀ Pono right, good, moral, fair, just



03

Volunteering

3.1 Volunteer Job Description

As a Sewing Hui volunteer, you'll use your time and skills to create handsewn items for local groups and people in need. You may also join workshops, events, and community projects.

Responsibilities & Opportunities:

- ◉ Sew and create items for current projects
- ◉ Do non-sewing jobs such as cut fabric, organize materials, and help with prep tasks
- ◉ Join workshops to learn and share skills
- ◉ Support outreach and community events
- ◉ Work with other volunteers in a friendly, inclusive space
- ◉ Help upcycle materials and reduce waste

Skills & Qualifications:

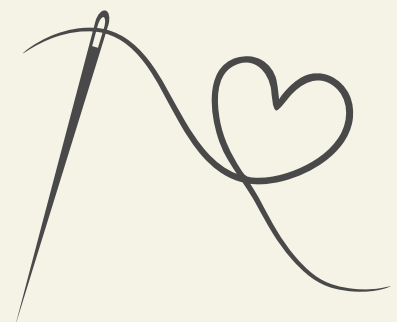
- ◉ Sewing skills are helpful but not required. Non-sewing tasks are available.
- ◉ Willing to learn, share, and work as a team
- ◉ Reliable and community-minded

Time Commitment:

Flexible hours, in-person or at home. In-person sessions are about 3 hours.

Benefits:

- ◉ Help the Maui community
- ◉ Build sewing skills
- ◉ Meet others and build relationships
- ◉ Support sustainability



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Policies

4.1 Code of Conduct

- ◊ Treat yourself, fellow volunteers, and others with kindness and respect.
 - ◊ Talk story and build connections to foster community. Enjoy friendly conversation, and also stay focused to avoid slowing progress.
 - ◊ Maintain a positive and supportive environment by avoiding inappropriate or hurtful language.
 - ◊ Address disagreements by giving others the benefit of the doubt, with calm, kindness, and a willingness to listen and find solutions.
 - ◊ Do not comment about a person's weight, age or appearance. Such remarks could undermine others, embarrass them, or make them feel uncomfortable. Kind compliments about a new haircut, clothing, shoes, jewelry and the like are acceptable.
 - ◊ Do not impose religious or political beliefs on others.
 - ◊ Respect the privacy and confidentiality of fellow volunteers and the community members and organizations we serve.
 - ◊ A major part of our work is making costumes for local performing arts groups. Handle actors' measurements and sizing with extra care, sensitivity and keep confidential.
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4.2 Professionalism

- ◊ Follow instructions from the Program Director.
- ◊ Arrive on time and stay until your shift is pau. Let the Program Director know ahead of time if you need an exception.
- ◊ Only come on scheduled days/times.
- ◊ Contact the Program Director as soon as possible if you will be late, are sick, or have an emergency.
- ◊ Out of respect for those with allergies or sensitivities, avoid wearing heavy perfumes or colognes. Practice good personal hygiene.
- ◊ Keep chit-chat, noise and movement appropriate to the setting to help everyone concentrate and enjoy their work.
- ◊ Use sewing machines, tools, and supplies responsibly. Keep the workspace clean and organized.
- ◊ Help clean up the studio at the end of your shift. Put away tools and supplies, sweep the floor, empty garbage cans, and so forth.

4.3 Personal Safety

- ◉ Shoes or slippahs required in the studio.
 - ◉ Stay aware of personal safety while volunteering.
 - ◉ Use good judgment, especially when lifting, using machines, tools, or irons.
 - ◉ Report any injury to the Program Director right away.
 - ◉ If you are ever asked to do a task you do not feel comfortable or confident performing, please let the Program Director know. Volunteers are not expected to complete tasks they feel uncertain or unsafe about.
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4.4 Harassment Prohibited

The Sewing Hui is committed to a respectful, safe, and professional environment free from harassment, intimidation, and discrimination. Everyone must follow this policy and report any harassment, discrimination, or intimidation to the Program Director.

What is Harassment?

Harassment includes any verbal, written, visual, or physical behavior that intimidates, discriminates, or shows hostility based on race, gender, gender identity, sexual orientation, religion, national origin, age, disability, or other protected status. Prohibited behaviors include slurs, graffiti, negative stereotypes, or materials that show hostility toward any individual or group.

4.5 Volunteer Misconduct and Disciplinary Policy

The Sewing Hui may discipline or remove volunteers who do not follow policies. Misconduct is reviewed case by case, with final decisions made by the Program Director. Actions may include reassignment, limits on duties, suspension, or termination.

Volunteers can be dismissed for policy violations, inappropriate behavior, breaching confidentiality, theft, or unauthorized public representation.