



magical  
getaway  
foundation™

providing HOPE through  
FIRST EVER getaways

# Volunteer

## HANDBOOK





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# Welcome

Thank you for your interest in volunteering with the Magical Getaway Foundation (MGF). Volunteers are vital to the ongoing success of our programs and make a big difference to the vulnerable and disadvantaged children and families that we support.

This handbook will explain the volunteer recruitment process, the different volunteer roles available and how you can apply.

If you have any questions, please feel free to contact us using the details at the end of the handbook.

*“You make a living by what you get.  
You make a life by what you give.”*

*Winston Churchill*





## About Us

The Magical Getaway Foundation is the only national charity dedicated to gifting first ever getaways/holidays to eligible Australian children and their families.

## Our Vision

That all vulnerable or disadvantaged Australian children and their families have an opportunity to change their circumstances from desperation to hope.

## Our Mission

To provide hope and lifetime changes through a first ever getaway.





## Our Values

### Integrity

We advocate for the rights of vulnerable and disadvantaged Australian children and their families.

We establish and sustain relationships through open and honest conversations.

### Respect

We acknowledge individual and group differences.

We treat people fairly and equitably.

### Compassion

We treat others as they would like to be treated.

We are committed to support and work with vulnerable and disadvantaged Australian children and their families to bring hope.





## Ambassadors



### Kat Stewart

The Magical Getaway Foundation is the only organisation of its kind here in Australia.

I urge you to support them in any way you can.

### Steven Bradbury OAM

There are many worthy charitable organisations out there but the Magical Getaway Foundation is the only one of its type in Australia.

They are changing lives.





## Board



Sarah Beck



Rosemary Teed



Grant Austen



Wayne Harper



Teague Rook



Tony Johnson





# Recruitment

## Who Can Volunteer?

We welcome people from all backgrounds, skills and life experiences.

- Volunteers need to be 18 years or older.
- The minimum age for event helpers is 16 years.
- The minimum age for work experience students is 15 years.

The Magical Getaway Foundation is proud to be a child-safe organisation.

Our volunteer recruitment process includes background checks to ensure all volunteers share our commitment to child safety.







## *Volunteer Roles*

The time commitment is flexible and dependent on the volunteer's individual circumstances, however, some roles may require a minimum period, such as a project-based volunteer.

### **Event-Based Volunteering**

Help at upcoming events or help with the organisation of an event.

This includes fundraising activities such as sausage sizzles, highway collections and gala dinners.

### **Holiday-Based Volunteering**

Meet with, and be the first point of contact for, our families on their first ever getaways/holidays.

Most holidays are held in regional Victoria including places such as Phillip Island, Inverloch and Lorne.



## Skill-Based Volunteering

Everyone has different areas of expertise. If you have a skill that you think may help achieve our mission, please let us know.

Examples of skilled volunteers who give their time include:

- Corporate consultants who advise on our strategic plans.
- Photographers who help capture family stories.
- Graphic designers creating artwork and marketing collateral.
- Digital marketing professionals advising on our website and digital volunteering platforms.



“It is a privilege to make a huge difference to so many lives.”  
*Mikayla Wade - MGF Bears*



## How to Apply

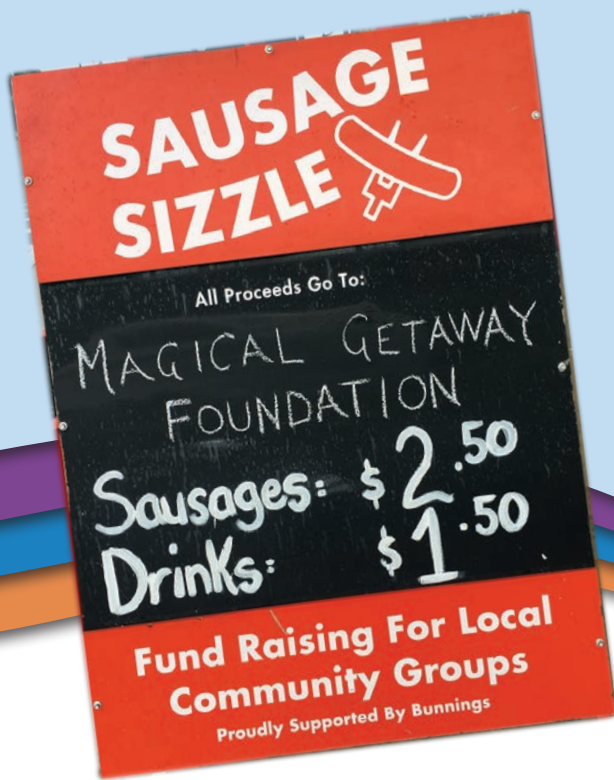
It's quick and easy to apply.

Complete the online 'Expression of Interest' form at <https://www.magicalgetawayfoundation.org/mgf-volunteers> and let us know who you are and the types of volunteering opportunities you're interested in.

Once submitted, our team will be in touch to advise the next steps for the type of opportunity you've expressed interest in.







## Selection Process

We follow a rigorous selection process to ensure we place the right people in the right roles.

The process includes:

- An interview with us
- Reference checks
- A National Police Check (if applicable)
- A Working with Children Check (if applicable)

## Personal Information

We collect personal information directly from you including your name, address, telephone number, email address and emergency contact which is strictly confidential between the Foundation and the volunteer.

## Insurance

All volunteers are covered by the Foundation's Voluntary Workers Personal Accident Insurance, subject to the specific Terms and Conditions.





## Training / Support

Each volunteer's training and support will vary depending on the individual and the role they choose.

We are committed to providing the best volunteer experience for you, including upskilling in a variety of different ways. Examples include 'on the job' experience, training courses, webinars and networking events to ensure you are set up for success.

As well as one-on-one support, you will be able to connect and network with other volunteers. This will include regular involvement in Board Meetings, volunteer lunches and events.

## Resignation

The Magical Getaway Foundation understands that people's circumstances change and, in some instances, you may need to cease your volunteering activities.

Please give, if possible, two weeks written notice.





# *Rights and Responsibilities*

## **Rights**

- Orientation at your host organisation.
- Recognition as a valued team member.
- Clarification of your role.
- Agreement about hours and conditions.
- Access to training to perform duties to the standard required.
- Information and consultation on matters directly or indirectly affecting you and your duties.
- Support and supervision in your role.
- Adequate insurance cover and a healthy, safe work environment.
- Awareness of the organisation's grievance procedure.
- Reimbursement for out-of-pocket expenses.
- Freedom of choice.
- Holiday breaks.
- Access to relevant information about your host organisation, such as volunteer policies.



# Rights and Responsibilities

## Responsibilities

- Commit to your volunteer position.
- Be punctual and reliable.
- Notify in advance any changes to your availability.
- Accept responsibility for your actions and behaviour.
- Notify your host organisation of any potential hazards or dangerous situations.
- Abide by your host organisation's volunteer policies.
- Deal with complaints in the appropriate manner.
- Respect the rights and privacy of others.
- Carry out the duties listed in your volunteer position description, including training.
- Support other team members and ask for support when needed.
- Give advance notice before leaving.



# *Code of Conduct*

## **Confidentiality and Privacy**

The Magical Getaway Foundation is committed to maintaining the confidentiality, integrity and security of all information collected as part of the respective volunteer project. Accordingly, volunteers are expected to respect each individual's right to privacy and shall not communicate information to others for private or commercial purposes without the written permission of the Foundation's Board.







# *Code of Conduct*

## **Honesty**

All volunteers need to behave honestly and with integrity at all times.

## **Dignity and Respect**

The Magical Getaway Foundation is committed to the elimination of harassment and discrimination and to the right of all individuals to be treated with dignity and respect. Volunteers must not discriminate against, harass, or cause harm or detriment to others because of their race, colour, ethnic background, sex, marital status, political opinion, sexual orientation, disability, age or religious belief.

## **Referral and Support**

Volunteers are expected to only work within their own level of competency and experience. Any issues or concerns should be referred to the Director/Founder, Magical Getaway Foundation.



## Contact Us

**Website:**

<https://magicalgetawayfoundation.org/>

**Email:**

[info@magicalgetawayfoundation.org](mailto:info@magicalgetawayfoundation.org)

**Address:**

PO Box 499, Bentleigh, Victoria 3204

