

Live Great Adventures

Volunteer Induction Handbook

Welcome to Live Great Adventures!!

Introduction:

Welcome to Live Great Adventures! We are thrilled to have you join us as a valued volunteer. This handbook will provide you with essential information about our organization, your role, and the expectations we have for our volunteers.

Alongside this document you will be provided with copies of all our policies and procedures to ensure that you are clear on your roles, responsibilities and jobs to undertake as a volunteer with Live Great Adventures.

We will have a meeting before your volunteering role commences to ensure you are clear and to answer any questions that you may have.

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1. About Live Great Adventures:

At Live Great Adventures, our unwavering ethos is to improve lives. We are passionately dedicated to breaking the silence surrounding mental health, creating a safe haven for vulnerable adults to forge connections, nurture their well-being, and cultivate a positive mindset.

Through a diverse range of indoor and outdoor events we empower individuals to embark on a transformative journey towards a more enriched and fulfilling life. By fostering a culture of open communication and support, we aim to create positive ripples in our community, ultimately elevating

the overall health and well-being of those we serve. Together let's rewrite the narrative on mental health and embrace the opportunity to live a great life!

2. Your Role as a Volunteer:

Responsibilities: As a volunteer with Live Great Adventures, you will be involved in various aspects of our programs and activities. Your role may include assisting with event planning, providing support during outdoor adventures, and engaging with participants to ensure a positive experience.

Commitment: We appreciate your dedication and ask for your commitment to fulfill your assigned duties responsibly and reliably.

3. Code of Conduct:

As a Live Great Adventures Volunteer, I commit to:

1. Respect and Inclusivity:

- Treat all participants, staff, and fellow volunteers with respect, kindness, and inclusivity, regardless of background or abilities.

2. Safety First:

- Prioritize the safety and well-being of all participants and follow safety guidelines provided by Live Great Adventures.

3. Professionalism:

- Represent Live Great Adventures in a professional and positive manner, maintaining a friendly and approachable demeanor.

4. Punctuality and Reliability:

- Arrive on time for assigned duties and fulfill commitments to the best of my ability.

5. Confidentiality:

- Respect the privacy and confidentiality of all participants and refrain from sharing personal information without consent.

6. Conflict Resolution:

- Address conflicts or concerns in a constructive and respectful manner, seeking assistance from supervisors when necessary.

7. Communication:

- Communicate openly and honestly with fellow volunteers, staff, and participants, providing feedback when appropriate.

8. Adherence to Policies:

- Familiarize myself with and adhere to all Live Great Adventures policies and procedures.

9. Continuous Learning:

- Seek opportunities for personal and professional development to enhance my role as a Live Great Adventures volunteer.

Consequences of Non-Compliance: Failure to adhere to this Code of Conduct may result in a review of volunteer status, up to and including termination.

4. Safety and Security:

4.1 Risk Management:

- Prioritize the safety of all participants and fellow volunteers.
- Report any safety concerns or incidents to a designated supervisor immediately.

4.2 Emergency Procedures:

- Familiarize yourself with Live Great Adventures' emergency protocols and procedures.

5. Communication:

5.1 Open Communication:

- Maintain open lines of communication with fellow volunteers, staff, and participants.
- Seek clarification or guidance when needed.

5.2 Reporting Concerns:

- Report any concerns or issues promptly to a designated supervisor or through the appropriate channels.

6. Confidentiality:

6.1 Protecting Privacy:

- Respect the privacy of all participants and refrain from sharing personal information without consent.

6.2 Data Security:

- Handle any participant or organizational data in compliance with Live Great Adventures' data protection policies.

7. Conflict Resolution:

7.1 Addressing Conflicts:

- Approach conflicts or concerns with a constructive and respectful attitude.
- Seek assistance from a designated supervisor when necessary.

7.2 Mediation:

- Engage in mediation processes if required, maintaining a willingness to find mutually agreeable solutions.

8. Training and Development:

8.1 Continuous Learning:

- Seek opportunities for personal and professional development to enhance your role as a Live Great Adventures volunteer.

8.2 Required Training:

- Attend all mandatory training sessions provided by Live Great Adventures.

9. Feedback and Evaluation:

9.1 Providing Feedback:

- Provide constructive feedback on programs, activities, and experiences to help improve our offerings.

9.2 Volunteer Evaluation:

- Participate in volunteer evaluations to assess your performance and areas for growth.

10. Contact Information:

10.1 Reporting Concerns:

- In case of any concerns or emergencies, contact the designated supervisor or use the provided emergency contact information.

10.2 General Inquiries:

- For non-urgent inquiries, contact the designated volunteer coordinator or staff member.

11. Regular Review

Our handbook will be reviewed regularly and amended as and when required.

