

## Fight Cancer Foundation Volunteering Opportunities





## **ABOUT FIGHT CANCER FOUNDATION**

Fight Cancer Foundation is a national charity dedicated to providing care, treatment and support for cancer patients and their families and funding vital research into cancer treatment and cures.

Founded in 1989 as the Bone Marrow Donor Institute to establish Australia's first bone marrow donor registry and find a cure for leukaemia, the organisation's broader scope now provides support services for patients with blood and other cancers.

Our support services include affordable accommodation for rural and interstate patients accessing major treating hospitals in New South Wales, Tasmania and Victoria, and education support to young learners undergoing cancer treatment in New South Wales, South Australia and Victoria.

### **Volunteering with Fight Cancer Foundation**

Volunteering with Fight Cancer Foundation is a great way to gain new practical skills and experience, support people living with cancer and their families, meet new people and get more engaged with your local community.

Listed below are the volunteering opportunities we can provide.

## **VOLUNTEERING OPPORTUNITIES**

### **Administration and Support Services**

Our busy Donor Support Services Department based at our head office in Parkville has many entry level tasks available for volunteers, including processing returned and outbound mail, data entry and other tasks that provide our valued donors with the best support possible.

### **Community Services – Accommodation Centres**

Fight Cancer Foundation has three accommodation centres: BMDI Rotary House in North Melbourne, John Opie House in Hobart and Hilltop in Albury-Wodonga. These centres were developed to provide comfortable and affordable accommodation for cancer patients and their families close to major treating hospitals.

We regularly welcome small teams of corporate volunteers for working bees at our accommodation centres. These working bees help Fight Cancer Foundation minimise the cost of cleaning and maintaining the accommodation centre.

The work undertaken by corporate volunteers helps ensure our rooms remain equipped to cater to the specific conditions required for immunosuppressed patients.

NB: If you wish to organise a working bee at one of our accommodation centres for a corporate volunteering day, please provide at least two months' notice to ensure that your request can be fulfilled.

### **Design and Publishing Services**

Fight Cancer Foundation has a high volume of design tasks available for graphic design students and graduates who wish to add to their portfolio of work. These tasks include designing logos and various elements of printed and online marketing collateral.



## **Event Support**

Fight Cancer Foundation hosts major fundraising events throughout the year including Red Ball Melbourne, Red Ball Adelaide and The Little Red Luncheon (Tasmania) and is always on the lookout for experienced, enthusiastic volunteers to assist with coordinating the event on the day. To learn more about our events, visit [fightcancer.org.au](http://fightcancer.org.au).

## **Fundraising Campaign Support**

Fight Cancer Foundation's major fundraising campaign, Footy Colours Day, is a national fundraiser that encourages schools, organisations and clubs to show their true colours for kids with cancer. Given that Footy Colours Day is such a large campaign, we require volunteers to assist us with establishing and maintaining relationships with our participants. This includes making calls and sending emails to participants across Australia to both offer assistance and thank them for their support. Footy Colours Day volunteers also support our Campaign Coordinator with market research and planning, in addition to offering administrative support.

## **Governance**

Fight Cancer Foundation would welcome a volunteer or team of volunteers who are experienced in corporate governance to take the time to analyse our policies and procedures, risk management processes, charters and constitutions, and other similar documentation as these are in constant need of review.

## **Information and Communications Technology**

We are always on the lookout for tech-savvy volunteers to assist our Programs and Innovation Manager with database level implementation, our asset tracking system and reviewing our online system audit process.

## **Internships and Work Placements**

Fight Cancer Foundation offers unpaid internships for students who are in need of gaining experience in their chosen vocation. Potential internship opportunities include: event management, marketing, communications, finance and administration. Our volume of internship opportunities is quite limited, so please get in touch well in advance if you wish to undertake a placement with us.

## **Marketing, Communications and Media**

Digital marketing is becoming more and more important every year. Our Communications team is looking for volunteers who can provide feedback on our marketing and communications strategies, help us develop our online presence and keep up-to-date with online trends across social media and the web. This work will provide invaluable experience for a student in these fields.

## **Research and Business Analysis**

Sponsorships are vital in helping Fight Cancer Foundation fulfil our vision of Giving Hope and Saving Lives, and we are constantly looking for new partnerships. In 2018, we will require experienced volunteers to assist us in researching potential sponsors to come on board and support Australian families fighting against cancer.

## **Retail – Recycle Shops**

Our recycle shops in Geelong and Drysdale have been operating for more than 20 years and are managed by volunteers Judy Foster and Carol Lee.



Both shops are manned solely by a dedicated team of volunteers, and they are always keen to welcome new faces to the team. Volunteering at our recycle shops is a great way to support Fight Cancer Foundation, and can help you gain invaluable retail experience.

To enquire about volunteering at either shop, please phone Carol (Drysdale) on (03) 5251 2507 or Judy (Geelong) on (03) 5229 2971.

To learn more about our recycle shops, go to [fightcancer.org.au/get-involved/shop-with-us](http://fightcancer.org.au/get-involved/shop-with-us)

### **Work Experience for Secondary Students**

Each year, we welcome multiple Year 10 students from across Melbourne to our head office in Parkville for their work experience program. Students who do their work experience with Fight Cancer Foundation gain valuable administration and office experience, as well as getting to learn about our support programs and how a not-for-profit organisation operates.

### **CONTACT US**

For any volunteering enquiries, please contact head office on (03) 9342 7888 or via email at [savealife@fightcancer.org.au](mailto:savealife@fightcancer.org.au)