

ORIENTATION & TRAINING OF VOLUNTEERS

Volunteer _____

Date _____

PRE-ARRIVAL CHECK-LIST

1. _____ Have workspace ready and supplied with adequate task materials.
2. _____ Prepare staff for volunteer and his/her job.
3. _____ Identify “buddy” for first day, where appropriate.
4. _____ Have supervisor prepared to start training.

ORIENTATION OF VOLUNTEERS CHECK LIST

1. _____ Welcome upon arrival and show volunteer his/her work location.
 2. _____ Explain how department functions, including time schedule.
 3. _____ Explain how phones & workstations, computers, logins, etc. work.
 4. _____ Explain checking in and out/volunteer time-sheets procedures.
 5. _____ Show locations of restrooms.
 6. _____ Show location of break and eating facilities.
 7. _____ Introduce volunteer to rest of staff.
 8. _____ Explain parking protocols and options.
 9. _____ Sign and return Contract to Volunteer Office.
 10. _____ Review any pertinent Policies (computer, personnel, etc.).
 11. _____ Start the volunteer on work tasks and be available for questions.
 12. _____ (Other pertinent to position or department) _____
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Supervisor _____

Date Completed _____