

Orientation and Training

BEST PRACTICES

- Designate one person to consistently handle volunteers' introductory orientation.
- Use an orientation checklist. See Appendix for example.
- Consider a group volunteer orientation if there are enough volunteers starting at any one time to warrant one. Plan a time, send invitations, and follow up with phone calls. Use this as a time to train a larger number of volunteers at once as well as provide a sense of community and connection with the staff and current and new volunteers.
- Once a volunteer's work is identified and agreed upon, assign a resource staff person to the volunteer to supervise, train, and work directly with them.

See Appendix for More Resources:

Orientation Checklist.....	A-6
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