

Volunteer Induction

Adopted March 2014

Review March 2017

Volunteer Checklist

This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it. NB that volunteers will have different learning needs so that Induction may need to be conducted across a number of initial visits.

Once a Volunteer Role has Been Established

The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporate

Volunteer Name: _____

Induction Commenced: ___/___/___

Induction Complete: ___/___/___

Induction Conducted By: _____

Signed: _____

Volunteer Induction

The new volunteer has been shown around the facility:

Introduced to committee members and other people around the club

The new volunteer is shown around the facility

The amenities

Where to secure valuables

The tea room (how to access water, tea and coffee)

Where equipment and supplies are kept

Shown how to access keys

Shown where the telephone is located

Shown where first aid equipment, ice etc are located

The volunteer has had the role, purpose and values of the club explained and has been provided with relevant fixtures, newsletter, details of website

The volunteer also needs to be shown:

Specific work space, areas e.g. if working in the canteen

About parking

Where the OH&S Board is located

The volunteer running the induction explains the following procedures and provides a Volunteer Handbook with information for further reference.

Confidentiality, how volunteer privacy is maintained

Grievance procedures

Evacuation procedures

Given a run-down of club contacts and what various people do

Policy

CBS & SC

Volunteer Induction

The new volunteer has had the club expectations explained and what they should be able to expect from others in the club

Gone through Codes of Conduct

Taken through the Volunteer Handbook

Another member or volunteer is assigned as a Mentor or Buddy

to show the new volunteer the specific tasks outlined in the

Role Description

The new Volunteer has filled in a Registration Form and

provided emergency contact details

A date has been catch up and see how everything is going

The new volunteer is set to go!