

Volunteer orientation checklist

Countywide orientation- volunteer

- Policies and procedures
 - C Safety in the workplace
 - C Liability protection & insurance
 - C Non-discrimination/harassment
 - C Preventing workplace violence
 - C Confidentiality
 - C Volunteer rights & responsibilities
 - C Drug & alcohol policy
 - C Use of the computer, fax, e-mail & Internet
 - C Recycling policy
 - C No smoking ordinance
- Other topics
 - C General information about county departments
 - C Holidays
 - C Maps of department campuses
 - C Screening

Department orientation- volunteer

- Department mission & goals
- Intro to department & employees
 - C Department standards & expectations
 - C Customer service standards
 - C Volunteer policies
- Position orientation
 - C Job description
 - C Work team/environment guidelines
 - C Interpersonal communication expectations
 - C Code of Conduct/behavioral expectations?
 - C Dress code/work hours/absence notification
 - C Driving a county or personal vehicle for volunteer work
- Office/work site floor plan and tour
 - C Emergency training
 - *Fire escapes & exit plan
 - *Stairs
 - * Fire extinguishers
- Supplies & Equipment
 - C Safety equipment
 - C Storage rooms
 - C Lockers
 - C Mail
- Telephone basics
 - C Voice mail, password
 - C Office standards
 - C Telephone directories

- Computer Basics
 - C Groupwise passwords
 - C Software
 - C Common directories
 - C Personal directory

- Keys & ID Badges
 - C Electronic key card
 - C ID Badge use
 - C Return of items

Volunteer supervisor's orientation

- Supervisory Role & Responsibilities
 - C Implementing department plan for managing volunteers
 - C Orientation and training requirements/options
 - C Time lines for reports
 - C Recognition
 - C Evaluation and discipline
 - C Dismissal procedures
- Goals & objectives
 - C Department
 - C Supervisory
 - C Team
- Supervisory Liability & Risks
 - C Review volunteer liability and insurance coverage policies
 - C Documentation processes & forms
- Volunteer functions
 - C Introductions to employees
 - C Explanation of employees' job tasks
 - C Required meetings, briefings, etc.
- Resources
 - C County volunteer coordinator
 - C Key contacts & phone numbers
 - C Volunteer Manager's Handbook
 - C VolunteerWorks database
 - C Trainings & peer meetings

Volunteer name: _____

Signature: _____

Date: _____

Orientation by: _____