Club Induction Checklist for New Volunteers

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 staff member or assigned volunteer should use this checklist as a guide and record of what the Induction has incorporated

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Induction Commenced: \_\_\_/\_\_\_/\_\_\_ Induction Complete: \_\_\_/\_\_\_/\_\_\_

Induction Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The new volunteer is shown the sign in / out book and the need to do this

is explained. [ ]

1. The volunteer is shown where to secure their valuables [ ]
2. The new volunteer has been shown around the facility:

Introduced to staff and other volunteers [ ]

Shown the amenities [ ]

Shown the Tea Room (how to access water, tea and coffee) [ ]

Offered a refreshment [ ]

1. The volunteer has had the role, purpose and values of the [ ]

Neighbourhood House explained and has been provided with

relevant brochure(s), newsletters to take away

1. The volunteer also needs to be shown:

Their work space, area [ ]

About parking [ ]

Where the OH&S Board is located [ ]

1. The staff member/volunteer explains the following procedures and provides a Volunteer Handbook with information for further reference.

Confidentiality, how volunteer privacy is maintained [ ]

Grievance procedures [ ]

Evacuation procedures [ ]

Supervision schedule including a trial period (for both parties) [ ]

1. The staff member explains what the organisation expects of everyone and what the inductee should be able to expect from others within the organisation.

Gone through Codes of Conduct [ ]

Taken through the Volunteer Handbook [ ]

1. A Mentor or Buddy is assigned to show the new volunteer the specific

tasks outlined in the Position Description [ ]

1. The new Volunteer has filled in a Volunteer Registration Form and

provided emergency contact details to the House [ ]

1. A date has been set to meet with the House Coordinator and discuss

How everything is going. [ ]