



Training Volunteers

Department of Community Service
Shapiro Campus Center, MS 203
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GOALS for an Effective Orientation

- ✓ Don't overwhelm them; inspire them.
- ✓ Get to know one another
- ✓ Familiarize them with the organization.
- ✓ Make it fun! Move away from lecture style if possible.
- ✓ Train them in any specific skills necessary, especially communication skills
- ✓ Connect them to the larger level picture of their work



CONDUCTING an Effective Orientation

- Welcome everyone!
- Include a team-building exercise and getting to know you opportunities
- Student Leader/Agency Staff Introduction
- Explicitly state and discuss the mission statement of the student group and agency partner
- Give background and history of organizations
- Agree on expectations for one another
- Share the timeline and/or work plan
- Do the logistic essentials, including safety precautions and steps
- Collect the needed background of the volunteers
- Host a tour of the work place
- Train as necessary for specific skills, like diversity/sensitivity issues
- Open the floor for questions and answers
- Be respectful with their time. Make it a good use of it and never end late.

Use returning volunteers in the orientation when possible

