

## VOLUNTEER ORIENTATION

Orientation gives people the information necessary to make them feel comfortable and knowledgeable about the work they are about to start.

In an effective orientation a volunteer should:

- begin to feel part of the team
- have decreased feelings of anxiety about joining a new group
- have been impressed with a positive first impression
- have renewed their commitment
- be knowledgeable about the goals and expectations of the program
- be comfortable to ask questions

### *What information to include in an orientation?*

In an orientation to a school nutrition program include the following information:

- The connection between nutrition and learning
- An overview of the school's nutrition program
- Tour of the school and program locations
- Tour of specific work area – notice boards, menus, food supplies
- Any administrative procedures
- Position description – make sure the volunteer has a copy of their own position
- Contact lists, names, addresses and phone of key people they will need
- School-based emergency or safety procedures
- Introduction to other volunteers, staff and principal
- School newsletters with information about the program



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## *How to conduct an orientation?*

1. Meet the volunteer on their first day.
2. Introduce them to the other volunteers.
3. Give them a tour of the rooms used, where supplies are, notice boards for volunteers, schedule posting, contact lists for volunteers.
4. Make sure they feel comfortable in asking questions.
5. Offer support.
6. Arrange for another volunteer to 'buddy' with them the first day.
7. Spend time to make sure they understand the administrative pieces: back-up list, contact sheets, guidelines or policies, safety issues.
8. Check-in with the volunteer at the end of their first week.

## **OVER THE NEXT FEW MONTHS...**

1. Student Nutrition Program Coordinator/Principal who attends the programs regularly can check-in with the volunteers.
2. Address any issues or concerns quickly.

