

Working with volunteers

Best Practice 7

Orienting and training volunteer



Do your volunteers know what's going on?

If someone asked your volunteers about your group's goals and its programs, would they know how to answer?

All volunteers should get information on the history, mission and structure of your organization. It will help them raise your group's profile when people ask about their volunteer work. More importantly, the volunteer will know where they fit in and how they are contributing to your group.

Each volunteer also needs training and information related to their assignment. For example, new board members might need information like past minutes or training on reading financial statements. A coach may require training on teaching ball handling skills to kids. A new event coordinator will need information on past events. All of these volunteers should get the same orientation to your group, but different training. Providing ongoing training to your volunteers will help keep them interested in their work.

This is one of a series of ten best practices on volunteer management based on the Canadian Code for Volunteer Involvement (CCVI).

Call 456-4304 or email info@volunteerbureau.yk.ca for more information.

