

Community Group Volunteer Induction Checklist

It is important to plan out in advance, the approach that will be taken to help volunteers familiarise themselves with their new roles. The following checklist may prove helpful, in identifying the types of information that should be provided to a new participant, as part of the role induction process.

Information Checklist

Community Group

What do you do?

Why is the purpose of the community group important?

What are the future hopes or plans of the community group?

Who are the people involved in the community group and what are their roles?

What are the responsibilities of the management committee and its officers?

Where can the community group be found online? (i.e. website, Facebook, Twitter, YouTube, LinkedIn)

The Volunteer Role

What are the key tasks to be carried out?

When should the tasks be carried out?

Whom on the management committee/staff should the volunteer talk to when they have queries about the work or tasks to be carried out? Provide a contact telephone number.

Check how familiar the volunteer is with the tasks to be carried out. Identify gaps where help and training will have to be provided by the community group.

Facilities

As appropriate to the role, provide information with respect to:

Car parking

Kitchen/tea-making facilities

Toilets/cloakrooms

Smoking areas

Access to buildings, security

Computer systems and Internet access

Telephone system and Internal telephone extension list

Photocopiers and stationery stores

Incoming and outgoing mail points

Notice boards

Health & Safety procedures (including signing/out of buildings)

First Aid boxes

Fire extinguishers

Water, lighting and heating