Creating a positive experience for your volunteer on their first day can set them up for an enjoyable and long-lasting volunteer experience! Follow this easy check-list to help them feel welcome and comfortable. Depending on the person, your organisation and the role , this checklist can be completed on the first day, or over the course of the first few shifts (especially if there is a lot of information and you don’t want to overwhelm the person) It may be easier to complete this list with a group of new recruits, or one on one. Think about how this might be the most efficient for you and your new volunteers.

**On their first day, volunteers should be:**

 **Organise for yourself or another nominated person to greet them and let other relevant staff e.g. receptionist know they will be coming.**

**Provide a first day info email or text , explaining where to park, what to wear and bring etc (see template)**

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| * Greeted when they arrive
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| * Introduced to staff members and other volunteers
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| * Told who they should speak to in different situations (if they have a question, if an issue arises, if they can’t come to a volunteer shift)
 |
| * Shown around the facility, making note of where they will be volunteering, bathrooms, kitchen facilities and any emergency-related equipment or locations
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| * Provided with any relevant training, policies, procedures, or Work Health and Safety information
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| * Provided with information about the organisation, the volunteer program, and their specific volunteer role and duties
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| * Shown by a member of staff or another volunteer how to carry out the tasks that their role involves
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| * Supervised by or “buddied up” with a member of staff or another volunteer as they are learning to carry out tasks
 |
| * Told when their next shift will be
 |
| * Thanked for coming in!
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