



HR New Volunteer Procedure

1. Procedure

1.1 Before the Induction Commences

A staff member will be selected and become responsible for the induction of new volunteers to the Organisation.

2. Conducting the Induction

The staff member is to schedule all new volunteers to attend an Induction during their first week of attendance, nominating the area where the induction will be conducted and ensuring all necessary resources are available.

An appropriate amount of time and expenditure should be used to ensure the communication of required information, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients and visitors, physical layout of the Centre, etc. This will ensure that volunteers work safely and represent the Centre effectively.

The staff member should tailor the induction program to suit the needs of the volunteer(s) being inducted and provide the appropriate information to the new volunteer(s) and involve other volunteers as required.

The staff member should assign a “mentor” who will help familiarise the new volunteer during the first few weeks of duty. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce clients and members, be involved in giving feedback, etc.

The staff member is responsible for following up the volunteer’s induction during the first weeks and month as indicated on the Staff and Volunteer Induction Checklist.

The staff member should work through an Induction Checklist for each new volunteer, ticking each item as it is addressed and **crossing out those items not applicable**. They should ensure that the new volunteer and the Co-ordinator sign the Staff and Volunteer Induction Checklist on completion.

2.1 Follow Up

The staff member should ensure that each new volunteer completes an Induction Evaluation within the first month of completing the Induction and forward this to the Coordinator.

Date first formulated	February 2007	
Dates approved by Board	V1 V2	13/02/2007 June 2016
Next Review Date	June 2019	
Related Documents	HR New Volunteer Strategy HR Staff and Volunteers Check List	
Legislation		
Signed on behalf of TBCC Board of Management by:		
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		Signature: 