

# WHAT ARE YOUR ORGANIZATION'S EXPECTATIONS OF YOU?

<b>Volunteer Position Preparation/Orientation</b>	<b>Yes</b>	<b>No</b>
Write position description		
Share position description		
Introduce volunteers and staff		
Prepare work area (if appropriate)		
Explain supervisor/evaluation system		
Share risk management issues		
Share relevant policies/procedures		
<b>Ongoing Support and Resources</b>		
Training		
Coaching (on the job)		
Ongoing informal appreciation of volunteer		
Materials/information to support volunteer		
<b>Reporting Requirements</b>		
Individual and overall volunteer hours		
Impact of volunteer work		
Reports to Director of Volunteers/others		
Periodic written volunteer reviews		
<b>Evaluations</b>		
Mutual performance review of volunteers		
Annual evaluation of volunteers' contributions		