



HOST VOLUNTEER ORIENTATION/TRAINING CHECKLIST

All host volunteers living and working in the park

For: _____
Volunteer's Name *Job Title* *Park*

Provide your new volunteer with the following orientation during the first two days on the job. Sign and keep this form in the volunteer's personnel file.

Explain Functions of Park & How Volunteer's Job Fits In

- | | |
|---|---|
| <input type="checkbox"/> Overall IDPR mission and goals of park | <input type="checkbox"/> Organizational structure of park |
| <input type="checkbox"/> How the job fits within the overall Park structure | <input type="checkbox"/> Relationship of work to others |
| <input type="checkbox"/> Organizational structure of the Agency (see org chart) | <input type="checkbox"/> Volunteer has a copy of position description |

Work Rules

- | | |
|--|---|
| <input type="checkbox"/> Appearance standards (sign form and keep in Park file) | <input type="checkbox"/> Emergency Notification Form (have volunteer fill out and keep in Park file) |
| <input type="checkbox"/> Harassment Orientation video | <input type="checkbox"/> Discrimination, Sexual Harassment & Drug-Free Workplace Policy (give policy to volunteer, sign acknowledgement form and return to Volunteer Services office) |
| <input type="checkbox"/> Time reporting procedures (see Volunteer Time Sheet form) | <input type="checkbox"/> Introduction of volunteer policies and procedures |
| <input type="checkbox"/> Work schedule/attendance | |
| <input type="checkbox"/> Performance Evaluation | |

Introduction

- | | |
|--|---|
| <input type="checkbox"/> Introduce to staff and other volunteers | <input type="checkbox"/> Volunteer knows who to contact for answers to questions or emergencies |
| <input type="checkbox"/> Tour of facilities | <input type="checkbox"/> Benefits extended to volunteers |
| <input type="checkbox"/> Work space assigned | <input type="checkbox"/> Host Handbook issued |
| <input type="checkbox"/> Uniform issued (vest, hat, name badge) | |

Job Training

- | | |
|--|---|
| <input type="checkbox"/> Explain job duties and responsibilities | <input type="checkbox"/> Step-by-step instructions |
| <input type="checkbox"/> Quality & quantity of work to be performed | <input type="checkbox"/> Location of equipment & supplies |
| <input type="checkbox"/> System for changing schedule, terminating service, or reporting absences. | |

Safety

- | | |
|---|--|
| <input type="checkbox"/> Use & care of equipment & tools | <input type="checkbox"/> Protective gear |
| <input type="checkbox"/> Safe way to perform tasks | <input type="checkbox"/> Preventative maintenance |
| <input type="checkbox"/> Basic first aid and liability | <input type="checkbox"/> Reporting accidents |
| <input type="checkbox"/> Hazardous or emergency duties | <input type="checkbox"/> Location of emergency equipment |
| <input type="checkbox"/> Blood Borne Pathogen Orientation video | |

ENSURE EACH VOLUNTEER UNDERSTANDS THE SAFETY AND USE OF EACH PIECE OF EQUIPMENT PRIOR TO INITIAL USE!

Volunteer: _____ Supervisor: _____ Date: _____