Remember, for “return on investment” in supervising volunteers:
In first month, 1 hour of training = 1 hour of benefit
After first month, 1 hour of training = 10-15 hours of benefits

Offer an orientation to your site, including:

- Share the vision, mission and values of the organization
- Share work rules and office policies and procedures including dress code if applicable
- Discuss and review position description and expectations
- Provide a detailed work plan for first month
- Discuss how tasks and projects will be identified and shared
- Set and discuss a schedule and standing meetings
- Tour the organization, including introducing your student to all other staff
- Identify a location where the student leader can store things

Review risk management procedures and have the volunteer complete a waiver

Complete and review an “individual learning agreement”

Learn more about your student, their career aspirations and other personal goals and interests

Establish SMART (Specific | Measurable | Actionable | Realistic | Time-sensitive) goals for semester

Develop a training plan including meetings with key staff people, stakeholders or collaborators for any major duties or projects

Share important dates of your organization

Establish a system for signing timesheets (if applicable)

Check in more frequently when student starts placement – at least weekly in person

Share with your participants your story, your reason for doing the work that you do