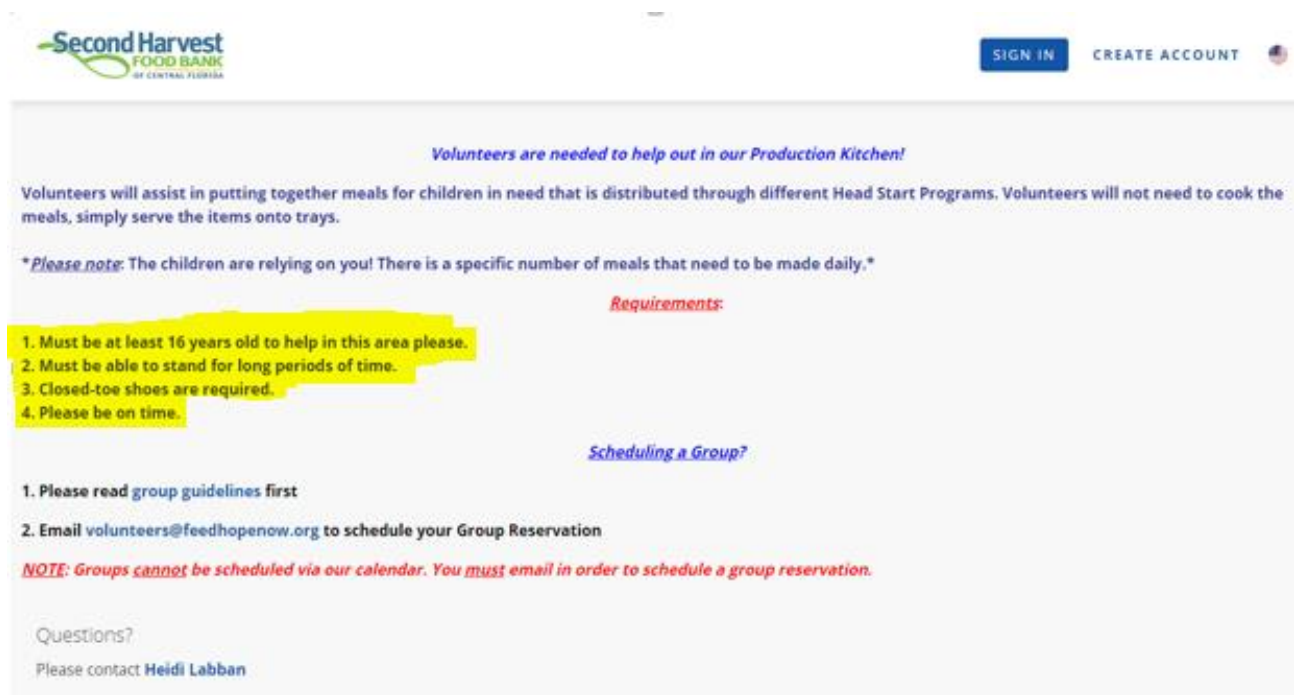


Training Volunteers

Volunteer training is crucial to having a successful volunteer program. If volunteers don't feel trained or feel valued they may not continue to volunteer with you.

Prior to Volunteering - Before volunteers even come, they should have an idea of where to park. Volunteering in a new organization can be nerve wracking. Either emailing the volunteers before or possibly having a sign with directions. If you know your building can be confusing possibly have someone to guide the volunteers. Make sure volunteers are aware of any policies you may have. (See photo below for example)



Day of Orientation – On the day of, the first thing your organization should do is thank the volunteer. Let them know that their time is valuable. Afterwards give them a quick background on your organization. This lets them know what they are doing for the community. Giving a tour before volunteering can be valuable too. This lets them know how your organization is run and makes them more comfortable with their surroundings. If you have a short video about how you have positively affected the community this would be a great time to show it. This part should take about 10 minutes.

Day of Training- For the safety of the volunteers and clients receiving food, be sure to give volunteers directions and safety tips. Example: Milk can spoil quickly out in this Florida sun. Let them know how to best protect the milk or other refrigerated items. This can be a quick one-two minute talk. Talking about it in the beginning can save time after! It's easier to say it one time in the beginning instead of multiple times after!