How to Train Volunteers

1. Find a time that will work for your whole team to get together, and schedule at least a two hour meeting. If time permits, spend an entire day together if possible. You’re goal is not only to learn how to do things properly, but to build your team.

2. Set “Learning Outcomes.” Find out exactly what your members need to learn. Ask them what they are interested in. What do YOU wish you would have known before you took over leading the organization? You’re goal is not only to learn how to do things properly, but to build your team.

3. Start the training with icebreakers and teambuilders. Before you teach them anything about their volunteer positions, they need to know one another and why they are volunteering their time. Volunteers work not only because of the feeling they get of giving back, but because the connections they make with other people.

4. Teach your volunteers the basics first and make sure they understand that before moving on to more specific things. For example, start with who to contact for certain services on campus (e.g. Facilities at 7-3006 for table and chair setup, Police at 7-3030 for Detail Officers, Catering at 7-3411 for food. Then go into how to do an IDR, contract, or how to work with certain Administrators on campus.)

5. Be available to your volunteers for help after your formal training is over. Experience is truly the best teacher, both good and bad.

6. Encourage your members to think of different ways of doing things. This includes how meetings are run and what types of programs you do. Don’t let things get stale!

7. How do Volunteers spell love? “T-I-M-E”. Spend a lot of time with your volunteers and you’ll see them succeed in all their duties!