



Atma New Volunteer Checklist for Portfolio Managers

Pre Arrival

- Coordinate with Volunteer Coordinator making sure the proposed 2 week schedule is correct
- Schedule any meetings with incoming volunteer in Google calendar
- Confer with partner organisation about the role and deliverables of the new volunteer
- Create a detailed Job Description (JD) for incoming volunteer

Arrival

- Introduce yourself to new volunteer
- Explain volunteer about the partner organisation (who they are, what they do etc.)
- Explain volunteer's at the partner organisation
- Give and explain volunteer his/her JD
- Arrange site visits to occur in the volunteer's second week
- Give the volunteer detailed instructions on how to reach site office (or organise to attend site with them the first day)
- Share phone numbers and contact details of the partner organisation's key staff with volunteer

During Volunteer Term

- Ensure Volunteer is happy and challenged in their position
- Have mid-term review and give constructive feedback
- Ensure volunteer has enough work (isn't overloaded, isn't sitting around)
- Schedule weekly meetings with volunteer