

## E6 Volunteer Orientation and Training Procedures

Fort Edmonton Foundation ensures all new volunteers receive a comprehensive orientation and training before beginning their volunteer role to support the organization. The following procedures are followed for orientation and training:

1. A new volunteer will meet with the designated staff responsible for volunteer involvement and be introduced to the Executive Director and additional staff and volunteers of the Foundation.
2. The orientation will include a site visit to the office and or the designated workspace for the volunteer.
3. The job description for the volunteer position will be reviewed and clarified with the new volunteer.
4. Task specific training will be provided regarding the task and responsibilities that the volunteer is responsible for. Equipment and tools will be provided for the volunteer to complete their tasks or job responsibilities.
5. Health and Safety and HR policies and procedures will be provided so that a safe and healthy workplace and environment is maintained for the volunteer and all participants involved in the activity. Any risks or workplace hazards will be identified and reviewed before any work begins.
6. Sign in and sign out procedures will be reviewed.
7. Volunteer uniform if applicable will be reviewed and provided if necessary for the specific job duty.