



## **Onboarding Tips – Welcoming and orienting new volunteers**

1. Put yourself in their shoes
  - Ask yourself:
    - How would I want to be welcomed?
    - What would make me feel included?
    - What are the important things I'd need to know or be informed of?
2. Make a great first impression
  - Have a volunteer induction process in place:
    - An initial session that introduces and explains the club and its activities
    - A welcome pack for new volunteers
    - Assign a volunteer mentor/buddy
3. Tasks, Recognition, Progression
  - Assess and teach volunteers their tasks in a structured way, and have a process for giving constructive feedback.
  - Check-in with new volunteers regularly to find out how they're doing and where they need help or advice.
  - Recognise volunteers through thank-you's, certificates, social events, etc.
  - Encourage growth and progression by advertising available training opportunities (with SOI, Sport Ireland, or other accredited bodies) and having a progression pathway.