

Pre-arrival checklist for host entity supervisor

Volunteer assignments are an exciting opportunity for both the volunteer and the host organization. Before your volunteer's first day, you can take several steps to ensure their experience will be a positive one.

Be ready for your volunteer to walk through the door



Let security and HR know

Your volunteer is arriving to commence an assignment and find out what must be arranged to ensure they can get started (ID cards, first day formalities).



Clear a proper workspace.

Tuck a chair under a desk, check the phone is connected, and the computer is set up with email, software and everything they will need to do perform their assignment successfully. You'll know best what your volunteer needs to get down to work.



Share your team's resources fairly and openly.

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Schedule your volunteer's first days



Prep you brief

Give your assignment description another read and imagine the questions your volunteer could ask. Have your answers ready and be prepped to outline your needs and expectations



Know what week one looks like

Follow [this guide](#) to make your first days together count.



Choose a coaching buddy

Someone caring and patient with time to spare, who your volunteer can shadow and ask questions about work, fitting in and all the dos and don'ts. An ideal mentor has experience, your team's respect and a knack for getting along well with everyone.

Finish with these touches



Email your UN Volunteer

Before they arrive, to share your contacts, plans and any pre-arrival documents to set their mind at ease. Ask if they've sorted accommodation with their UNV settling-in-grant and arranged transport from the airport. Help if not.



Tell your team to expect your volunteer

Send a quick message around about who they are, why you chose them and how they will be helping you out.



Start planning your volunteer's training

List compulsory courses, job-specific training and your organization's policies & procedures – everything your volunteer will need to study, read or hear about in your first days and weeks together.