

# HOW TO SUCCESSFULLY ONBOARD YOUR VIRTUAL VOLUNTEERS

## Plan and prepare engaging material



New volunteers should be led through an orientation or onboarding presentation, particularly if they will be representing your organization to donors and the public. Make sure you cover topics such as your organization's mission, your primary programs, what kind of work volunteers help with, meetings and deadlines as well as the online platforms you use.

## Train



While onboarding gives volunteers an overall understanding of your mission and work, you should also train them for the actual tasks they will be performing within the organization and their specific team. The training should be just as detailed as an in-person training, allowing the new resource to truly become part of the group.

## Provide Structure and Give Feedback



Provide your new volunteers with an organization chart where you outline the different roles and teams within the business. In this regard always make sure they know who their supervisor is. When you'll assign the first tasks make sure you give accurate feedbacks to insure growth and mutual understanding.

## Keep the connection strong



Ensure that the new members are included in all group chats and e-mails as well as in recurring meetings invitations. Take some time to perform monthly check-ups and discuss expectations and struggles. Try to organize some online happy hours to set aside work and get to know the people personally in a less formal environment.

