

CAREER LADDER/VOLUNTEER ORIENTATION CHECKLIST

Name of Volunteer _____ Date _____

Position _____ Supervisor _____

The following items are to be discussed with the volunteer. Please check off each item discussed with the volunteer.

- Application filled out and signed
- Criminal background check
(Required for non Head Start parents & when volunteering in
Licensed Child Care sites)
- 1. Introduction to team
- 2. Purpose of UMHS, Inc.
- 3. Review discipline policies
- 4. Signed Confidentiality Statement
- 5. Professionalism
 - Professional Appearance Policy
 - Tobacco Free Environment
 - Alcohol and Drug Policy
 - Work Schedule

6. Emergency Procedures

- Emergency Notification
- Safety Policies
- Viewing of videos:
- ABC's of Clean
- Hazard Communication
- Blood borne Pathogens
- Pediatric First Aid

7. Child Abuse & Neglect Training

8. TB Screen

Substitute/Volunteer _____ Date _____

Supervisor/Team Leader _____ Date _____

