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**Recovery Center Volunteer Supervisor Checklist**

**Items for volunteer supervisors to discuss with new members:**

* Program overview including:
  + Mission and goals
  + Services provided
    - Special needs of the service population
* Physical layout of the site including:
  + Where and how to enter and exit the site
  + Where to park
  + Where to sign in
* Safety and emergency procedures specific to the site and program
* Introductions with relevant program/site staff including:
  + Staff members’ roles in the program and necessary contact information
  + Program structure and lines of communication relevant to the volunteer’s assignment
* Volunteer’s assignment description
  + Volunteer’s role within the program
  + Expectations of the position
* Program-specific guidelines including:
  + Confidentiality
  + Photo/Social media policies
  + Dress code