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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