Checklist for Volunteer Supervision and Evaluation

**Support volunteers and monitor their activities and effectiveness.** This includes physical and psychological working environment.

- Assigned workspace is as safe and pleasant as possible.
- Materials necessary to do the job readily available.
- Machinery or equipment safe and in proper working condition.
- Other volunteers and staff in the program or sharing a space should know of the new person’s arrival, their responsibilities and be prepared to be supportive.

**Supervision of volunteers.** Supervision is essential for successful volunteers. It provides information necessary for planning continued training an appropriate recognition.

- Supervisors should know the details of the volunteer’s assigned role and provide regular feedback of accomplishments and constructive feedback where there are problems.
- Immediately address any conflicts, behavior or performance issues that arise and corrective action taken before they become major problems.
- Conduct a face-to-face evaluation session with all Enrolled Volunteers annually
- Based on the satisfaction of the volunteer and the supervisor reaffirm the volunteer agreement or decide on reassignment of the volunteer role with a new volunteer position description and volunteer agreement
- In the event that a volunteer is involved in a serious situation or incident the supervisor should follow The Guidelines for Managing Conflicts and Other Concerns
- Release of a volunteer whether mutual or the decision of CCE or the volunteer must be followed by a letter.