
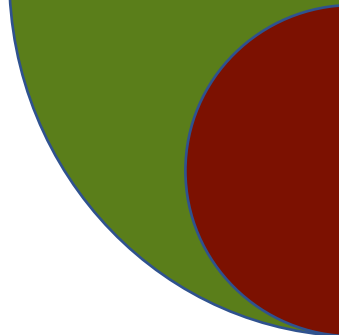




## Volunteer Training & Orientation

### What Do Your Volunteers Need to Know? Depends on the level of involvement...

|   |   |  |
|---|---|--|
|   | <p>In general, all compost volunteers need to:</p>      | <ul style="list-style-type: none"> <li>• Understand the goals of the project</li> <li>• Understand their role/tasks in the project</li> <li>• Understand what goes where (e.g., food scrap drop-off, “browns” storage, curing area, etc.)</li> <li>• Understand what materials (ingredients/feedstocks) are accepted at the site</li> <li>• Understand the basics of the compost operation (i.e., ingredients needed, the system being used, timing, etc.)</li> <li>• Understand general monitoring and recording</li> </ul> |
|  | <p>If involved in compost management, they need to:</p> | <ul style="list-style-type: none"> <li>• Know the composting process for the specific site (e.g., where feedstocks are located; how many buckets of “greens” to “browns,” when to turn piles, what pile goes where)</li> <li>• Recordkeeping and reporting of issues which may arise at the site, including changes in volunteer availability</li> <li>• The schedule and frequency of compost volunteer tasks</li> <li>• Where tools and other site supplies are stored</li> </ul>  |

### How will site managers communicate with the compost team/volunteers communicate?

- Provide all compost team members with site manager(s) contact information in case issues arise or volunteers cannot meet their scheduled work time.
- Host on-site orientations for new volunteers, as the need arises.
- Utilize remote communications (e.g., email, phone, texting; Google Docs/Google Meet; Facebook Group/FaceTime; Front Porch Forum/other community forums; Zoom or other social media platforms)
- Utilize signage on site; signs should be instructional, informational, and use images as well as words; consider whether multilingual signage is needed at the site.

**Note:** Some community compost sites may have paid staff. As with volunteers, any onsite staff should be acquainted with their role and tasks, volunteer engagement, and other site management requirements.

Other Community Compost Tip Sheets to Consult: [Community Composting Volunteer Job Planning & Recruitment](#); [Community Composting Volunteer Engagement & Retention](#); [Local Opportunities, Issues and Priorities](#)

## Community Composting Volunteer Job Description

Position Title: \_\_\_\_\_

(Remember the word "Volunteer" is a pay category, not a title!)

Purpose of Assignment:

List of Volunteer's Responsibilities/Tasks:

Training & Support Plan: (How will volunteers be prepared/oriented for the work? Who will be their supervisor?)

Outcome/Goals: (How will you know that the job is being done well or that the project is successful?)

Communication Plan: (What reports and check-ins will be expected, in what form, and how often?)

Time commitment/Schedule: (Minimum hours/week or month? Any special schedule? For what duration of time?)

Qualifications Needed:

Benefits: (What will volunteers get in exchange for service? List tangibles and intangibles.)

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*Adapted from: "A Fresh Look at Volunteer Job Design," The Volunteer Recruitment Book, by Susan J. Ellis, 2002.*

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