

Volunteer Onboarding Process

1. Person indicates interest in serving in Milestone Kids.

This could be indicated on Serve 201 form, they could be a walk-up, or they could have been recruited by staff or another volunteer.

2. Schedule Observation in MK Environment:

- Volunteer prospect observes in a classroom during weekend services
- Volunteer Coordinator follows up to verify that age is a good fit and to discuss next step

3. Paperwork (completed before assignment is be given in Rock)

- Volunteer Agreement
- Reference Checks
- Background Check (18 & older)
- Youth Volunteer Agreement signed by parent
- Upload docs to Rock

4. Give Assignment in Rock, Add to PCO schedule

5. Email Volunteer login info & current schedule

- PCO "Welcome" email

6. Coordinator has touchpoint with volunteer after they have joined the team and served twice