

Community Organization Name
Department
Orientation Plan**

Tuesday:

- 9-10 Tour of facilities
- 10-12 Overview of role & responsibilities, introduction to space and supplies
- 12-1 Lunch with Supervisor
- 1-3 Overview of history of program, go over To-Do list for first 2 weeks
- 3-5 Intern get settled in and work on To-Do list

Wednesday:

- 9-10 Go over list of people to meet with and questions to ask them
- 10- 11 Intern attend Staff Meeting
- 11-12 Intern schedule meetings with people and work on To-Do list
- 12 -1 Lunch with Executive Director
- 1-5 Intern meet and shadow different team members in the organization

Thursday:

- 9-11 Intern sit in on planning meeting for camp
- 11-12 Intern work on To-Do list
- 12-1 Lunch with a board member
- 1-2 One-on-One check in with supervisor (weekly)
- 2-5 Intern meet with co-workers for introductions, work on To-Do list

Friday:

- 9-10 Check in with supervisor, ensure intern has plenty to do and is getting comfortable
- 10-12 Work on To-Dos and meeting with co-workers
- 12-1 Lunch with co-workers
- 1-2 planning meeting
- 2-4 work on To-Dos
- 4-5 Supervisor revisit intern's To-Do list together and revise/update for upcoming week

TO-DO List:

- Set meetings with individuals on the Meeting list from supervisor, meet with them, introduce yourself, learn about their work, share about your interests and questions about our organization's work
- Create 8 lesson plans for the first 2 weeks of camp
- Help fellow staff to stuff folders for a fundraiser
- Tour the facility with supervisor (see calendar)
- Shadow case workers to learn their job, ask questions, get to know them
- Attend staff meetings, board meeting
- Familiarize yourself with the computer system – for help go to Joe Smith (extension 123)
- Read the history of the program you are helping to lead (in binder) and identify your goals

Supervisor: Program Director, Name & Contact Information

**** The Orientation Plan must include (at a minimum):**

- *A full tour of the facilities*
- *An overview/explanation of the history of organization and program*
- *An introduction to organization employees (ideally by providing the intern with a list of people to meet with, their contact information, and questions to ask them)*
- *A detailed to-do list for the first 2 weeks of work*