Volunteer Integration and Support

When entering the organization, volunteers undergo a process of socialization, during which they accumulate knowledge, abilities and social skills needed to fulfill their function. These initial processes of introducing the Partnership to the volunteer (orientation) and training him for the position are of critical importance. Following this initial stage, the volunteer will receive instruction, support and enrichment from the Partnership.

It is important to remember that volunteers represent the Partnership, its values and its goals and therefore a proper process of integration will enhance their feeling of significance, belonging and commitment to the Partnership. The Director of the Partnership also understands that once a volunteer has been recruited to the Partnership, many resources must be invested in order to nurture and reinforce the volunteer through processes of socialization and learning, among others.

Volunteer Agreement/Contract

The first stage in integrating a volunteer into the organization involves a detailed alignment of expectations between the volunteer and the Partnership. The goal is to understand, accept and agree upon the privileges and obligations that exist between the volunteer and the Partnership. As part of this process, it is recommended that the volunteer sign a volunteer contract or agreement. The contract should reflect the privileges and obligations of the volunteer, as derived from the definition of his role. Through his signing the contract, the volunteer is essentially committing himself to abide by its conditions and is guaranteeing his privileges as a volunteer.

Example Volunteer Agreement (Steering Committee Member)

The agreement on the following page should be modified to fit each position, according to its specific requirements.
Name of the Volunteer: ______________________________________________

Position: Member of a Partnership2Gether Steering Committee

Description of the position: attached to this agreement.

As a volunteer on the Steering Committee within the framework of Partnership2Gether, the following are my obligations and that if I do not fulfill them I will vacate my position on the Steering Committee:

a. Participation in training, instructional and enrichment sessions: I am aware that I must attend at least ______ percent of the training and enrichment sessions during the year.

b. Attendance of Steering Committee meetings: I am aware that I must attend at least ______ percent of Steering Committee meetings during the year.

c. Participation in social events: I am aware that I must participate in at least ______ percent of the social events organized by the Partnership.

d. Participation in trips abroad: I am aware that I must participate in at least ______ trips abroad during the year.

e. Confidentiality and privacy: I am aware that I must maintain confidentiality and not expose confidential information to individuals outside the Steering Committee. In addition, I must respect the privacy of members of the Steering Committee and not divulge personal or other information that I am exposed to during the course of meetings or Partnership activity.

As a volunteer on the Steering Committee of Partnership2Gether, I am aware that the Partnership has the following obligations:

a. To operate in a professional manner in order to advance and carry out the policy set by the Steering Committee.

b. To provide appropriate training, instruction and support to members of the Steering Committee in order for them to carry out functions in an optimal manner.

c. To assist other members of the Steering Committee in any professional, technical and marketing or other capacity, in the execution of their functions.

d. To provide an appropriate place and conditions for implementing the activity of the Steering Committee.

As a member of a Steering Committee of Partnership2Gether, I commit myself to faithfully represent the Partnership, to maintain and advance the interests of the Partnership, to do my best to connect Israel with Diaspora Jewry, to make myself available to the Partnership’s Executive and to help advance the goals and decisions adopted by the Steering Committee.

Signed by:

Name: ___________________________
Date: ____________________________
Signature: ________________________
Orientation of Volunteers

The goals of orientation are for the volunteer to get to know the Partnership, to understand the relations between him and the Partnership, to achieve committed involvement, a feeling of belonging and to strengthen the motivation and enthusiasm brought to the Partnership.

Orientation includes:

- Briefing on the activity of the various departments of the Jewish Agency.
- The goals and values of the Partnership and a presentation of the Partnership’s vision.
- The Jewish world today and its challenges.
- A description of the Partnership programs; a description of the beneficiaries and/or areas of volunteer activity; and the relations between the Partnership and the community.
- Structure of the Partnership and its key positions: Steering Committee, Executive, professional staff, volunteers, etc.
- Becoming familiar with the management of volunteers in the Partnership, a description of the expectations of volunteers, including a general description of their work.
- A brief description of the history of the Partnership, its current goals and the contribution of volunteers to achieving these goals.
- An explanation of the policies and rules of the Partnership.
- A volunteer kit, which includes professional material, a list of positions in the Partnership and who fills them, forms and paperwork to be filled out by the volunteer, etc.

A proposed orientation program for new volunteers in Partnership2Gether:

- Become familiar with the Jewish Agency – vision, goals and objectives
- Become familiar with the Jewish world, Jewish identity, Zionism and the relations between Israel and the Diaspora
- Partnership2Gether – vision, goals and objectives
- Description of the Partnership’s leading program
- Description and presentation of the subcommittee’s active in the Partnership
- Structure of the Partnership and the composition of its members – Chairperson of the Steering Committee, the professional staff and subcommittees
- Partners in the local community: the local government, non-profit organizations and partner organizations
- The working methods of the Partnership
- Alignment of expectations

Volunteer Training for the Position

The training of the volunteer for his position is a process of acquiring information, tools and skills for carrying out volunteer activity. The training must be relevant to the position, practical and focused; therefore, the goals of the training process should be defined accurately. The training process makes a significant contribution to getting to know each of the volunteers individually and to strengthening the volunteers on a group level.
In planning the training process, it is important to consider the experience brought by each volunteer and also to fine tune the training process to the group of volunteers. Training can be carried out on a group level or on an individual basis.

**Proposed training program for volunteer leadership in Partnership2Gether**

- Civil society and social involvement in Israel
- Changes and challenges in the Jewish world
- Multiculturalism in the work of the Partnership (connection to the parallel Partnership community)
- Topics relating to subcommittees – education, special needs, immigrants, etc.
- Principles of resource development
- Evaluation of programs
- Marketing, positioning and representation of the Partnership in the region

**Example: Partnership Orientation and Training Program**

**Session I – Getting to know one another**

- Chairperson of the Partnership – the Partnership from the Chairperson’s point of view and his personal story
- Screening of a PR film on the Partnership
- Director of the Partnership – explanation of the structure of the Partnership and the functions of the volunteers
- Visit to a Partnership program
- Representative of the parallel community – description and film on the parallel community
- Personal experience – participating in one of the programs implemented by the Partnership
- Personal story from a volunteer in the Partnership, who has had a personally moving experience
- Questions and answers

**Session II**

- Presentation of the municipal authority (by a representative):
  - Background on the municipal authority
  - Main challenges facing the municipal authority
  - What the Partnership contributes to the municipal authority
  - A short clip on the municipal authority
- Presentation of the Director of the Partnerships Unit or the Regional Partnerships Director or the Director of Planning and Development at the Jewish Agency.
- Detailed explanation of the Partnership – subcommittees and areas of activity

**Session III**

- Getting to know one another as individuals and as a group (an experiential activity)

**Session IV**

- The Jewish world, Jewish identity, Zionism, connection between Israel and the Diaspora

**Session V**

- Each committee will meet separately. The session will be aimed at getting to know the areas of activity relevant to each committee.