



# Swap Shed Volunteer Onboarding Checklist



Thank you for your interest in supporting Boxborough's Swap Shed! As a Swap Shed volunteer, you will help your community share gently used, functional items to reduce waste, promote reuse, and save the Town money on waste disposal. If you would like to volunteer, please review the requirements and responsibilities listed below, complete the three documents linked in section 1, and email [kdavies@boxborough-ma.gov](mailto:kdavies@boxborough-ma.gov) to set up a time to attend a Swap Shed orientation. We hope to see you at the Swap Shed soon!

## 1. Initial Volunteer Requirements

### Complete the Following

- ☐ [Volunteer Information Form](#)
- ☐ [Voluntary Release Form](#)
- ☐ [CORI](#) (including image pdf/png/jpg of government issues ID)
- ☐ Email [kdavies@boxborough-ma.gov](mailto:kdavies@boxborough-ma.gov) and attend an orientation at the Swap Shed

## 2. Ongoing Volunteer Responsibilities

### On Site Responsibilities & Conduct

- ☐ Familiarize yourself with the [Swap Shed Donation Guidelines](#)
- ☐ Wear appropriate clothing/gloves that can get dirty
- ☐ Greet and assist visitors
- ☐ Spot check visitor residency
- ☐ Monitor donations for acceptability and quality
- ☐ Enforce shed rules politely
- ☐ Respect visitor privacy and dignity regarding shed use
- ☐ Organize and display items
- ☐ Keep track of how many visitors use the shed/how many items are donated per shift
- ☐ Be aware of site-specific safety hazards (e.g., vehicles) and follow safety protocols
- ☐ Report overflow, safety, or other issues
- ☐ Follow setup/cleanup protocols, including moving the handicap access ramp (34lbs) into place as needed

### Scheduling & Communication

- ☐ [Sign up](#) for at least one 2-hour shift per month (seasonal - fall/spring/summer),
- ☐ Join volunteer group chat
- ☐ Text volunteer group chat if you are going to be absent - in advance of shift
- ☐ Regularly check group chat for weather-related or other closures

### Ongoing Engagement

- ☐ Participate in occasional volunteer meetings
- ☐ Offer feedback and/or suggestions
- ☐ Encourage community involvement