

**Internal Review**

- Conduct an organizational needs assessment. What skills, abilities, or professional knowledge could a Response Volunteer add to your team?
- Conduct a short-term and long-term planning process with your staff. What do you want to achieve by the end of the Response Volunteer's term? Do you want to request Response Volunteers to follow them and continue their work?
- Develop a list of questions to ask the Peace Corps staff when you start to develop the position. What do you need to know about working with the Peace Corps before moving forward?

What to Expect: Peace Corps will ask you detailed questions about your vision for the assignment and how the Volunteer will work within your organization. They will be looking for a comprehensive plan for how to utilize the Volunteer and how you hope the Volunteer will help develop the capacity of your staff and organization. You should also expect that this will be the beginning of a longer process of working to prepare your organization to receive a Volunteer; be prepared for a long and flexible timetable before your Volunteer actually arrives (this is usually 8-9 months after the position description is submitted).

Developing the Response Volunteer Position

- Closely review the Position Description form that the Peace Corps provides. This document must be followed carefully and will be the primary tool Peace Corps uses to recruit the Volunteer, and will guide the Volunteer in their work, so make sure it aligns with what the Volunteer's duties will be when they arrive.
- Develop a staffing plan for your Volunteer and your team. Who will supervise the Volunteer? Who will be the point of contact for questions? Who on your staff will assist with their integrating the Volunteer into the community?
- Consider whether your organization can assist with locating housing for the Volunteer.
- Develop a list of professional qualifications the Volunteer will need. What knowledge and experience is required? Include this information in the Position Description.
- Contact the Peace Corps with any questions, or if circumstances or the nature of the Volunteer's assignment change at all during the process.

What to Expect: Peace Corps will want you to think through what the Volunteer will do day-to-day. This process may require you to map out the description of duties more specifically than you have to date. You may be pressed to expand on the assignment in great detail. You might also be asked whether certain requirements are definite, or whether there is some flexibility; this is in order to ensure we can recruit a competitive

candidate. During the recruitment process after the Position Description is posted, you should expect that even while candidates are being moved through the process, things may change; life changes, difficulties with medical and legal clearance for service, and other factors might lead to candidates withdrawing from the process even after invitation; you should expect that you may need to be flexible in terms of arrival.

When Your Peace Corps Response Volunteer Arrives

- In collaboration with Peace Corps Tonga, conduct an orientation for the Volunteer, where the assignment is reviewed, he or she is trained on the roles of the staff at your organization, and he or she has an opportunity to discuss the goals and objectives of your organization.
- Introduce your Volunteer to the community. Make sure the Volunteer knows where to find things resources such as transportation, shopping, internet access, and food.
- Meet with your Volunteer to discuss any adjustment issues that arise in the first few months and ensure that the transition is going smoothly.
- Contact the Peace Corps if you or the Volunteer determines any problems in the early part of their term.

What to Expect: Your Volunteer may have challenges in adjusting to a new environment. He or she will likely reach out to you for advice and help in joining their new community and clarifying cultural questions. Unlike the 2-year Peace Corps program, Response Volunteers receive a shorter orientation, so there may be many questions related to language, the community's history, or other cultural topics that the Volunteer will rely on you for assistance with.

While Your Response Volunteer Is Serving

- Monitor your Volunteer's progress, along with the work of your staff, in moving toward the goals that you have jointly established. Work with the Volunteer if things are not progressing; be willing to change the plan if needed.
- Meet regularly with the Volunteer to see what feedback they have and to assist with any issues.
- Communicate with the Peace Corps if you feel that the Volunteer is having difficulties that you are not able to support them with.

What to Expect: The Volunteer will bring a fresh set of eyes to the work that your organization does; you should expect him or her to facilitate many conversations about the ideas that they and your staff are generating. The Volunteer will rely on you to provide feedback on job performance and to get a sense of how the project is progressing; please be open to having these conversations and sharing your thoughts.

When Your Volunteer Concludes their Service

- Reach out to the Peace Corps about one to two months before your Volunteer concludes service in order to plan next steps. If you had planned on requesting another Volunteer to continue the project, speak with your Peace Corps point of contact to confirm this plan.
- If requesting another Volunteer, revisit the Position Description form that you completed for the first assignment and determine if the duties or benchmarks need to be updated.

What to Expect: As your Volunteer prepares to leave service, he or she may ask for your guidance on concluding involvement with the project. The Volunteer may also prepare to hand off certain tasks he or she has been working on to other members of your staff; if another Volunteer will not be continuing the project, you should work with your staff to prepare them to assume some of the Volunteer's work. If you are requesting another Volunteer, you should assist the staff with taking this work on during the gap between Volunteers. Prepare for the possibility that the next Volunteer will have a different personality and work approach than the previous one, and be flexible in terms of your expectations of the Volunteer.