

Why a Volunteer Management Training Series?

THE CASE FOR VOLUNTEER RESOURCES MANAGEMENT:

1. Volunteers need support and leadership to be most effective and to sustain their commitment and involvement.
2. Volunteers are a necessary and critical resource for healthy communities.
3. Mobilizing citizens to volunteer is very challenging in today's environment due to competition and lack of discretionary time.
4. Nonprofit and public organizations need help meeting this challenge. They must develop or enhance their capacity (skills, knowledge, abilities) to effectively recruit, focus, and support volunteer resources.
5. Competent leaders and managers build organizational and community capacity to maximize volunteer resources to meet community needs. *Source: Association for Volunteer Management, 2001*

A Wise Investment

Often we embrace the myth that volunteers are free. This is not true. Volunteers are unpaid staff who need a competent individual to lead and manage them. If you invest wisely in the development of the volunteer administration, then you will reap the benefits by:

- Increasing the number of appropriately selected, placed and trained volunteers that will assist in achieving the organization's mission.
- Improving volunteers' satisfaction and their willingness to donate time and resources.
- Enhancing staff and volunteer productivity, performance and enjoyment.
- Bring more resources into your organizations that serve your clients better

The Benefits

Students who complete The Volunteer Management Training Series may benefit in such ways as:

- Higher job satisfaction.
- High job efficiency and effectiveness.
- Increased value and respect of the volunteer program within your organization.
- Improved volunteer administration knowledge and skills which can be immediately applied to existing or new volunteer programs.
- Higher level of satisfaction by volunteers and co-workers.
- Expanded organizational partnerships and resources.
- Broadened leadership skills that can be used in across the organization.
- Heightened credibility among your peers and leaders.
- Keener awareness of ways to identify and respond to volunteer trends and resulting needs.
- Opportunity to remain engaged in a statewide network of volunteer administrators.
- Ability to assume local, state or national leadership roles in volunteer administration.



Volunteer Management Training

The Volunteer Management Training program provides training and consultation regarding effective volunteer program implementation and development to agencies, schools, corporations and individuals.

About the curriculum

The Volunteer Management Training Series is a sequence courses on organizing and implementing volunteer programs in a nonprofit or government organization and was designed and reviewed by a team that includes representatives from Volunteer Centers, nonprofit and government programs, training specialists and subject matter experts. The courses have been field tested by the Points of Light Foundation and affiliates of The Volunteer Center National Network. Together, these organizations represent the Nation's largest infrastructure dedicated to using volunteering and a strategy for addressing critical community needs. This comprehensive curriculum aims to equip volunteer managers with the knowledge and skills that are critical to the success of any volunteer program.

Who should attend?

- Executive and Program Directors, both paid and volunteer.
- Nonprofit organizations, corporate volunteer program managers and anyone interested in creating or developing an effective volunteer program.

The course was developed as a basic introduction to Volunteer Management for those with limited experience in the field, or for those who have received little or no formal training on volunteer management.

What does the course cover?

This course is divided into six highly interactive hands-on modules, helping participants to develop the skills necessary to become more successful in recruiting, placing, training, supervising, and retaining their volunteers and in assessing their programs. Participation in the complete six-part Volunteer Management Training series is recommended but not required. While we encourage taking the workshops in sequence in one season, participants may complete the series in any order over an extended period of time.

What is not covered?

Due to the volume of information to be covered (24 hours of materials presented over 18 hours), it is not possible for us to cover topics other than those outlined above. The Volunteer Center holds a number of trainings and workshops throughout the year, which deal with Risk Management and a variety of other advanced topics.

About the trainers

The course will be taught by Harper College Volunteer Management Certificate Program Instructors who have many years of experience in volunteer management, and assisted by The Volunteer Center staff.



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