



# VOLUNTEER MANAGEMENT CERTIFICATION WORK EXPERIENCE APPLICATION

**Please type or print clearly. When completed mail to:**

Peggy Thie  
Indian Hills Community College  
Regional Economic Advancement Center  
Division of Customized Learning  
626 Indian Hills Drive  
Ottumwa, IA 52501  
Phone: 641.683.5177

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates Position Held: \_\_\_\_\_

Paid Volunteer  Full-time  Part-time  Other Hours per week: \_\_\_\_\_

Number of Volunteers Supervised: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Supervisor's Name and Title\*: \_\_\_\_\_

\*Please attach letter of verification from supervisor

I request \_\_\_\_\_ number of elective hours to be applied toward my Volunteer Management Certificate. This is based on my experience in the management of volunteer programs(s) as described in this application and the attached letter of verification from my supervisor.

I hereby certify that the information contained within this application and the attached document is accurate to the best of my knowledge.

Participant's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

*A certificate in Volunteer Management requires successful completion of the six core courses and 30 hours of elective credit. Up to 10 hours of elective credit may be granted for work experience as a Volunteer Manager. Work experience credit is awarded at the rate of 1 hour of elective credit for each year of qualifying experience.*

**If you have questions, please call Peggy Thie 641.683.5177**



**Describe your work experience and indicate the approximate percentage of time spent in each of these areas. Use additional sheets if necessary.**

1. Planning/Development of Volunteer Program(s) \_\_\_\_\_%  
Work Experience:

2. Recruitment/Interviewing of Volunteers \_\_\_\_\_%  
Work Experience:

3. Training/Orientation of Volunteers \_\_\_\_\_%  
Work Experience:

4. Supervision of Volunteers \_\_\_\_\_%  
Work Experience:

5. Evaluation of Volunteers \_\_\_\_\_%  
Work Experience:

6. Recognition of Volunteers \_\_\_\_\_%  
Work Experience: