

VOLUNTEER MANAGEMENT

Training Series

Volunteer Centers of Iowa

UNDERSTANDING VOLUNTEERING
PLANNING
RECRUITING AND PLACEMENT
TRAINING AND ORIENTATION
SUPERVISION
EVALUATION



Volunteer Centers of Iowa in partnership with the Iowa Commission on Volunteer Service is pleased to announce an online volunteer management training series that begins on January 27, 2016.

The online volunteer management series will enhance best practices training and provide a consistent curriculum to be used throughout the state. The webinar series is live, interactive and the online classes are presented by leading experts across the state.

Your involvement in this training series will connect you with other volunteer coordinators/managers throughout the state and provide an opportunity to gain a deeper understanding of this advanced curriculum.

VMTS is geared toward individuals that are fairly new to managing or coordinating volunteers for nonprofits, schools, government sector, faith-based organizations or service organizations.

Volunteer Management Training Series includes six sessions:

1. Understanding Volunteering: Exploring the Heart of the Volunteer Sector
2. Planning: Building A Solid Foundation
3. Recruiting and Placement: Matching Volunteer Skills with Service Needs
4. Training and Orientation: Achieving Service Excellence
5. Supervision: Maximizing the Volunteer Experience
6. Evaluation: Improving Results Using Data and Feedback

Dates: January 27 – April 6

Time: 9-10:30 a.m.

Cost: \$125 for all six sessions

FOR MORE INFORMATION ABOUT VOLUNTEER CENTERS OF IOWA

<http://www.volunteeriowa.org/Organizations/Volunteer-Centers>

TO REGISTER

<https://www.eventbrite.com/e/volunteer-centers-of-iowa-volunteer-management-training-series-webinar-winter-2016-tickets-18615349010>

SERIES OVERVIEW

Jan 27, 2016 9:00-10:30 a.m.

Shirley Burgess, United Way of Central Iowa

Understanding Volunteering: Exploring the Heart of the Volunteer Sector

- Current volunteer trends
- Characteristics of effective volunteer programs
- Volunteer motivation models

Feb 10, 2016 9:00-10:30 a.m.

Sue Driscoll, United Way of East Central Iowa

Planning: Building a Solid Foundation

- Conducting basic needs assessments
- Developing a purpose statement, policies and budget
- Creating appropriate volunteer positions
- Developing position descriptions
- Volunteer risk management

Feb 24, 2016 9:00-10:30 a.m.

Lauren Finke, Volunteer Center of Cedar Valley

Recruiting and Placement: Matching Volunteer Skills with Service Needs

- Developing and implementing a targeted recruitment strategy
- Crafting a volunteer recruitment message
- Interviewing, screening, and matching techniques

March 9, 2016 9:00-10:30 a.m.

Anne Owens, Volunteer Center of Story County

Training and Orientation: Achieving Service Excellence

- Difference between orientation and training
- Assess training needs
- Develop effective volunteer training strategy
- Effective training delivery

March 23, 2016 9:00-10:30 a.m.

Sue Prochazka, Volunteer Center of Big River United Way

Supervision: Maximizing the Volunteer Experience

- Defining and communicating expectations
- Dealing with difficult volunteers
- Developing volunteer work plans
- Recognizing volunteers

April 6, 2016 9:00-10:30 a.m.

Patti Fields, United Way Volunteer Center

Evaluation: Improving Results Using Data and Feedback

- Benefits and purpose of evaluation
- Steps to developing and implementing an evaluation plan
- Levels of evaluation
- Deciding what to evaluate
- Methods for evaluation
- Introduction to logic model
- Communicating results to constituents