



Literacy Works

Capacity Building Training for Staff

Volunteer Recruitment & Management



Volunteers are the lifeblood of our adult literacy programs, allowing us to reach more students than we otherwise could. In this interactive workshop, learn how to find, support and manage your volunteers. Whether you are a new or seasoned coordinator, you will gain tools and tips to make your life easier and your program stronger!

Discussion topics may include:

- Where and how to recruit volunteers
- Volunteer onboarding and orientation to your agency
- Helping your volunteer find materials and a place to start with their student
- Setting and managing volunteer expectations
- Volunteer acknowledgement and motivation
- Asking your volunteers to carry out paperwork and data responsibilities
- Coaching volunteers on tough issues such as boundaries and privacy

Thursday May 3, 2018

2:30 - 4:30 pm

Literacenter, 641 W. Lake, Chicago, IL

Presented by Melanie Sampson, Adult & Family Literacy Specialist, Literacy Works & Becky DeForest, Program Director, Literacy Works.

REGISTRATION: Please RSVP. Space is limited. Free to Literacy Works members; \$20 for others. To register, e-mail register@litworks.org with your name, email address, phone number, agency, and title of training. Please also indicate if you are a volunteer, teacher, or other staff member.