

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 11, 2018.

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 11 – March 22, 2018

Time: 9-10:30 a.m.

Cost: \$125 for all six sessions

TO REGISTER

<https://www.eventbrite.com/o/volunteer-centers-of-iowa-8457865504>

FOR MORE INFORMATION ABOUT VOLUNTEER CENTERS OF IOWA

<https://volunteeriowa.org/volunteercentersiowa>

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SERIES OVERVIEW

January 11, 2018 9:00-10:30

Joy Talmon, 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

January 25, 2018 9:00-10:30

Sue Driscoll, United Way of East Central Iowa

Planning: Building a Solid Foundation

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

February 8, 2018 9:00-10:30

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

February 22, 2018 9:00-10:30

Nichole Sorgenfrey, United Way of Muscatine

Training and Orientation: Achieving Service Excellence

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

March 8, 2018 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

March 22, 2018 9:00-10:30 a.m.

Patti Fields, United Way Volunteer Center

Evaluation: Improving Results Using Data and Feedback

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