

## Volunteer Management: Tips and Tools



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

Join us for this resource-packed workshop as we discuss:

- Where and how to recruit volunteer tutors
- How to orient and onboard new tutors at your agency
- Working with your tutors to manage paperwork, scheduling, and data responsibilities
- Helping volunteers be successful in finding teaching materials and planning lessons
- Volunteer motivation, acknowledgement, and retention

*Presented by:*

*Melanie Sampson, Content Director of the Clear Language Lab at Literacy Works*

*Becky DeForest, Director of Community Literacy at Literacy Works*

**Friday, March 15, 2019**

**2:00 to 4:00 PM**

**Centro Romero**

**6216 N. Clark, Chicago**

**REGISTRATION:** Please RSVP. Space is limited. Free to Literacy Works members; \$20 for others. To register, please e-mail [training@litworks.org](mailto:training@litworks.org) with your information: Name / Email address / Phone number / Agency / Job role.