



Hands On
WEST CENTRAL OHIO

Volunteer Management Training Series

Fall 2011

A series of six courses on engaging volunteers

1. Understanding Volunteering

September 8 - 8 a.m. to 12 p.m.

- Volunteer trends in the U.S.
- Characteristics of effective volunteer programs
- Volunteer motivation models

2. Planning a Volunteer Program

September 8 - 12:30 to 4:30 p.m.

- Conducting basic needs assessments
- Creating volunteer position descriptions
- Developing a purpose statement, policies and budget

3. Recruiting & Placing Volunteers

October 13 - 8 a.m. to 12 p.m.

- Developing volunteer recruitment strategies and messages
- Accessing underutilized volunteers
- Interviewing volunteers for optimal placement

4. Orienting & Training Volunteers

October 13 - 12:30 to 4:30 p.m.

- Identifying training needs
- Building a training session
- Effective training delivery

5. Supervising Volunteers

November 10 - 8 a.m. to 12 p.m.

- Defining and communicating expectations
- Supervising and recognizing people with different motivations
- Developing a recognition plan

6. Evaluating a Volunteer Program

November 10 - 12:30 to 4:30 p.m.

- Deciding what to evaluate
- Assessing volunteer satisfaction, management and outcomes
- Using evaluation information

Increase the Effectiveness of Your Volunteer Program

- Would you like to make better use of your volunteers?
- Do you want to achieve greater results?
- Do you want to learn the latest in volunteer management?

Developed by: **POINTS OF LIGHT**
INSTITUTE



Take advantage of this training series developed by the Points of Light Institute and presented by HandsOn West Central Ohio and United Way's Volunteer Connection.

Who should participate?

Volunteer coordinators, volunteer program managers, and anyone who has responsibility for supervising volunteers.

What's included?

- Participant workbook, handouts & resources
- Individual & group activities
- Opportunity to interact with colleagues from other organizations

Cost

Participation in all six courses is strongly recommended.

\$125 for the series of 6 courses or \$25 per course

*Free for RSVP volunteers in Darke, Logan, Miami and Shelby Counties who manage other volunteers

Location

United Way of the Greater Dayton Area
33 West First Street
Fifth Floor
Dayton, OH 45402

Refund Policy

No refund for cancellations made less than three business days in advance; 80% refund for cancellation at least three days in advance. You will be notified in a timely way if any session is cancelled or rescheduled. In cases of inclement weather, please call (937) 778-5220 for updates.

Questions?

For more information, contact Nicolette Winner at (937) 778-5220, ext. 430, or nwinner@councilonruralservices.org.

Registration Form:

Name _____
 Title _____
 Organization _____
 Address _____
 City _____
 State _____ Zip _____
 Phone _____ Fax _____
 E-mail _____

I would like to attend the following courses in Dayton:

- | | | |
|--------------------------|---------------------------------|-------|
| <input type="checkbox"/> | Entire Series (Courses 1-6) | \$125 |
| <input type="checkbox"/> | Understanding Volunteering | \$25 |
| <input type="checkbox"/> | Planning a Volunteer Program | \$25 |
| <input type="checkbox"/> | Recruiting & Placing Volunteers | \$25 |
| <input type="checkbox"/> | Orienting & Training Volunteers | \$25 |
| <input type="checkbox"/> | Supervising Volunteers | \$25 |
| <input type="checkbox"/> | Evaluating a Volunteer Program | \$25 |

Total payment \$ _____

Lunch arrangements will be made approximately one week prior to first class. Additional costs may apply to lunches.

Send Completed Form to:

HandsOn West Central Ohio
201 R.M. Davis Parkway, Suite B
Piqua, OH 45356
Fax: (937) 778-8970

Method of Payment:

- Check* *Make checks payable to: Council on Rural Services*
- Cash
- N/A - I am a RSVP volunteer in Darke, Logan, Miami or Shelby County who manages other volunteers.
** I understand that these sessions will be provided to me free of charge, but I am required to pre-register.*

Presented by:



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Sponsored by:



 Council on Rural Services
programs for innovative learning



United Way of the
Greater Dayton Area