

Increase the Effectiveness of Your Volunteer Program

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

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

COURSE 1 **Understanding Volunteering**
July 20 – 12 to 4 p.m.

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

COURSE 2 **Planning a Volunteer Program**
August 17 – 12 to 4 p.m.

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

COURSE 3 **Recruiting & Placing Volunteers**
September 21 – 12 to 4 p.m.

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

COURSE 4 **Orienting & Training Volunteers**
October 19 – 12 to 4 p.m.

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

COURSE 5 **Supervising Volunteers**
November 16 – 12 to 4 p.m.

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

COURSE 6 **Evaluating a Volunteer Program**
December 21 – 12 to 4 p.m.

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

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
- Opportunities to interact with colleagues from other organizations

Location

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

Cost

Participation in all six courses is strongly recommended.

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

Refund Policy

No refund for cancellations made less than three business days in advance; 80% refund for cancellation at least three days in advance.

Weather/Cancellation Policy

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, ext. 430, for updates.

Questions?

For more information, contact United Way's Volunteer Connection at (937) 225-3039 or volunteerconnection@dayton-unity.org. You may also contact Nicolette Winner at (937) 778-5220, ext. 430, or nwinner@councilonruralservices.org.



Developed by: **POINTS OF LIGHT**
INSTITUTE





Registration Form

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

I would like to attend the following courses through United Way's Volunteer Connection and HandsOn West Central Ohio...

- Entire Series (Courses 1-6) \$125
- Understanding Volunteering \$25
- Planning a Volunteer Program \$25
- Recruiting & Placing Volunteers \$25
- Orienting & Training Volunteers \$25
- Supervising Volunteers \$25
- Evaluating a Volunteer Program \$25

Total payment \$ _____

Method of Payment

Check Cash

Make checks payable to:
 Council on Rural Services

Send Completed Form to:

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

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 Piqua, OH 45356



**A series of six courses
 on engaging volunteers
 more effectively**

Summer/Fall 2010

Presented by:



HandsOn
 WEST CENTRAL OHIO



United Way of the
 Greater Dayton Area

Sponsored by:



Council on Rural Services
 programs for innovative learning

