

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 HandsOn West Central Ohio.

COURSE 1 **Understanding Volunteering**
January 14 – 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**
February 11 – 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**
March 11 – 12 to 4 p.m.

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

COURSE 4 **Orienting & Training Volunteers**
April 8 – 12 to 4 p.m.

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

COURSE 5 **Supervising Volunteers**
May 13 – 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**
June 10 – 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

Green Hills Retirement Community
6557 US 68 South
West Liberty, OH 43357

Cost

Participation in all six courses is strongly recommended.

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

*Free for RSVP volunteers who
manage other volunteers

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 for updates.

Questions?

For more information, 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

- 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
- 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.

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

HandsOn West Central Ohio
 201 R.M. Davis Parkway
 Suite B
 Piqua, OH 45356
 return service requested



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

Winter/Spring 2010

Presented by:



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