

VOLUNTEER MANAGEMENT TRAINING SERIES

Series Overview

January 9, 2020
9:00-10:30 a.m.

Kevin Engle-Cartie, Volunteer Siouxland

Understanding Volunteering: Exploring the Heart of the Volunteer Sector

- Current volunteer trends
- Characteristics of effective volunteer programs
- Volunteer motivation models

January 23, 2020
9:00-10:30 a.m.

Amy Keltner, United Way of East Central Iowa
Kayla Paulsen, United Way of East Central Iowa

Planning: Building a Solid Foundation

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

February 6, 2020
9:00-10:30 a.m.

Lauren Finke, Volunteer Center of Cedar Valley
Emma Kain, United Way of Wapello County

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 20, 2020
9:00-10:30 a.m.

Justin Ellis, Iowa Campus Compact

Training and Orientation: Achieving Service Excellence

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

March 5, 2020
9:00-10:30 a.m.

Sue Prochazka, United Way of the Great River Region

Supervision: Maximizing the Volunteer Experience

- Defining and communicating expectations
- Dealing with difficult volunteers
- Developing volunteer work plans
- Recognizing volunteers

March 12, 2020
9:00-10:30 a.m.

Patti Fields, United Way of Johnson County Volunteer Center

Evaluation: Improving Results Using Data and Feedback

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

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 **Volunteer Iowa** is pleased to host an online Volunteer Management training series beginning **January 9, 2020**

About the Volunteer Management Training Series

The online Volunteer Management series will enhance best practices training and provide a consistent curriculum to be used throughout Iowa. 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 and managers throughout Iowa and provide an opportunity to gain a deeper understanding of this advanced curriculum.

Our Volunteer Management training series is geared toward individuals that are new to managing or coordinating volunteers for nonprofits, schools, government agencies, faith-based organizations, or service organizations.

Register here:

<https://wintervmts.eventbrite.com>

Session Topics

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

Thu, Jan 9, 2020 9:00 AM - 10:30 AM
Thu, Jan 23, 2020 9:00 AM - 10:30 AM
Thu, Feb 6, 2020 9:00 AM - 10:30 AM
Thu, Feb 20, 2020 9:00 AM - 10:30 AM
Thu, Mar 5, 2020 9:00 AM - 10:30 AM
Thu, Mar 12, 2020 9:00 AM - 10:30 AM

Cost: \$125 for all six sessions

