

**Start building a better
volunteer program today!**

Learn

Attend training that reviews important aspects of volunteer management, including best practices, shared learning with peers, and take home valuable resources for use in your program.

Participate

The Volunteer Center staff is committed to providing educational workshops that are interactive and address topics relevant to individuals working in the field of volunteer management.

Our practical three-hour workshops will guide you through program planning, writing job descriptions, marketing, recruitment, orientation and training volunteers, supervision, evaluation and recognition techniques.

Contact Us

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Training Dates & Registration

Please visit our website at:
www.volunteerkalamazoo.org

Or call 269-382-8350

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*Volunteer Management
Essentials presented by*
Volunteer Center
of Greater Kalamazoo



Volunteer Management Essentials

A training program
that builds the volunteer
management skills of
nonprofit organizations.



VOLUNTEER MANAGEMENT

Whether you're new to the work of Volunteer Management or want to review best practices, the 3-part Essential Workshop series has something for you. Sign up for all 3 sessions and save \$20!

ESSENTIAL WORKSHOP I

Volunteer Program Planning and Writing Effective Job Descriptions

- A comprehensive review of how to assess your program, and then define appropriate volunteer roles.
- Discover what to include in volunteer handbooks, and how to address legal issues & policies.
- Learn how to write effective job descriptions that validate the need for volunteers and provide clear direction for staff and volunteers.

ESSENTIAL WORKSHOP II

Marketing, Recruitment Orientation and Training

- Learn how to create and use a recruitment plan to target volunteers with a passion for your mission.
- Receive tips on how to screen applicants in the interview process.
- Learn how to create a solid orientation and training program that will result in increased retention.

ESSENTIAL WORKSHOP III

Supervision Evaluation and Recognition

- Build your skills through a review of risk management, reporting relationships, evaluation, placement assessment, record keeping, and termination.
- Learn how to recognize volunteers in ways that are meaningful to them as individuals.
- Gain insight to the importance of having board and staff involved in the support of your programs.

SPECIAL INTEREST TOPICS

For Training Dates & Registration Information
Visit: www.volunteerkalamazoo.org

Recruiting the Boomer Generation

Boomers collectively volunteer at a 30% higher rate than other generations. Learn how to bring them into your programs. Topics include:

Definition of a Boomer • Marketing to Boomers • Targeted Volunteer Opportunities • Motivating Boomers

Building Effective Teen Programs

Learn how to adapt best practices of volunteer management to meet the unique needs of working with teen volunteers. Participate in discussion topics that include:

Benefits & Barriers to Teen Volunteering • Recruiting Teens • Training, Orientation, and Supervision • Recognition Tips

Handling Performance Problems

Learn to deal with performance gaps in a timely and effective manner. Topics include:

Frequent Volunteer Performance Problems • Confronting and Exploring Solutions • Dismissal Considerations and Techniques

Risk Management in Volunteer Programs

Learn about the importance of adhering to policies and procedures for managing risk within your volunteer program.

Controlling, Alleviating and Diminishing Risk • Effective Volunteer Position Design • Screening Volunteers • Training and Supervision