

Recruiting and Supervising Volunteers (3 hours)

August 2, 2019

10am – 2pm (1 hour break for lunch on own and networking)

Marshfield Medical Center-Eau Claire, 2310 Craig Road, Eau Claire, 54701

Limited to 40 Attendees

Presented by Terry Straub, Extension Educator and Trainer for MAVA,
Minnesota Association for Volunteer Administration

Description and Learning Objectives:

Designing Volunteer Positions

The design of volunteer positions affects ease of volunteer recruitment, volunteer satisfaction and the success of the volunteer program. We will focus on how to design volunteer positions that will draw volunteers to your organization and create a well-organized volunteer program structure.

Learning Objectives

1. Understand the importance of assessing organizational readiness to accept volunteers.
2. Understand why delegation may be difficult for staff while also being critical to an organization's ability to maximize volunteer resources.
3. Understand the necessity of written position descriptions.
4. Know how to design positions that will attract the current volunteer workforce.

Recruiting Volunteers

Help your organization describe and identify the kind of people who will be the right volunteers for you—and then develop ways to effectively reach potential volunteers with a compelling message.

Learning Objectives

1. Understand what recruitment is and the impact of doing it well.
2. Understand objections and barriers that people might have to volunteering at their organization and some strategies to overcome them.
3. Know how to design an effective recruitment message.
4. Describe the characteristics of effective recruiters.
5. Receive tools that will help you strengthen your ability to recruit volunteers.

Supervising Volunteers

Effective volunteer efforts depend on effective direction and positive, constructive, timely supervision. Learn what it takes to be a successful volunteer supervisor, and what your organization can do to support this key process.

Learning Objectives

1. Gain understanding of the role of volunteer supervisor.
2. Explain supervising paid versus non-paid staff.
3. Evaluate supervision skills.

4. Develop an understanding of the purposes and benefits of a performance review process.
5. Explore appropriate solutions for volunteer performance problems and techniques of dismissing a volunteer.

Parking and Meeting Room Location:

Please park in lot C accessible from Craig Road. Enter the hospital through the main entrance, then turn right to find an elevator bank. Go up to second floor and head left out of the elevator through a small waiting room and left through the doorway at the end of the waiting room. The conference room is at the end of the hallway.



Lunch Note:

There will be an hour break from roughly noon-1pm to allow attendees the opportunity to stretch, grab some lunch and network with others. Attendees should either bring a bag lunch,

purchase lunch from the on-site cafeteria (excellent soups!), or pick up food from a restaurant near the hospital.

- Taco Bell
- Randy's Family Restaurant
- Red Lobster
- Einstein Bros. Bagels
- Wendy's
- Shanghai Bistro
- Subway