

Recruiting and Supervising Volunteers (3 hours)

August 5, 2019 from 1:00-4:00pm

Viterbo University, 900 Viterbo Drive, La Crosse 54601

Nursing Building, Room 195

Limited to 50 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:

Free parking in Lot A on the corner of Jackson and 10th Street and accessible from both streets. Lot A runs directly along the Fine Arts Center and the School of Nursing. Park towards the NE corner of Lot A, directly in front of the School of Nursing Building. Enter the door facing the lot and follow signage to guide you to Room 195.