

# Volunteer Management Training Calendar

## 2008 - 2009

September 08 - June 09

The Volunteer Center works to strengthen our community by delivering training programs designed to strengthen the Boards and Volunteer Programs of area nonprofit organizations.

Presented by:  
Volunteer Center of Greater Kalamazoo  
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2008-2009 Non-profit  
Training Calendar

Non-profit Organization  
U.S. Postage  
PAID  
Kalamazoo, MI  
Permit No. 1112

Volunteer Center of Greater Kalamazoo  
709-A S Westnedge Ave  
Kalamazoo MI 49007



Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Registration fees are \$40.00 per session or 3-sessions for \$100 for half-day workshops. Additional workshops are \$20 or \$30 each (See details inside brochure. Place a checkmark next to the sessions that you will attend. Register and pay by credit card online at [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org).

Half-day Workshops		Additional Workshops	
Date	Pgm Planning & Job Desc	Date	Cultural Diversity
10/07/08	Rec/Mktg/Orient/Trng	09/09/08	Recruiting Boomers
10/15/08	Supv/Eval/Recognition	11/13/08	Risk Management
10/29/08	Pgm Planning & Job Desc	01/21/09	Teen Volunteer Programs
	5/14/09 Rec/Mktg/Orient/Trng	2/10/09	Volunteer Performance
	5/21/09 Supv/Eval/Recognition	06/09/09	
	5/28/09		

Register for any 3 half-day sessions and save \$20!

**Billing Information:** Please make checks payable to Volunteer Center of Greater Kalamazoo. Mail registration with payment to Volunteer Center of Greater Kalamazoo, 709-A S Westnedge Ave, Kalamazoo, MI 49007. Questions ? Call us at 269-382-8350 (M - F between 8 - 4:30)

Credit Card Number: \_\_\_\_\_ Credit Card V-#: \_\_\_\_\_ (3 digit # on back of card)

Name on card: \_\_\_\_\_ Exp. date: \_\_\_\_\_ Type of card: M/C \_\_\_\_\_ Visa \_\_\_\_\_

Billing Address: \_\_\_\_\_ Organization \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Cancellations:** A 3-day notice is required for all cancellations. Registration fee minus a \$10 processing fee will be returned to registrants that provide the required notice.

### **Volunteer Management Essentials**

Whether you're new to the work of Volunteer Management or want to review best practices, this three-part series has something for you. Sign up for one, two or all three sessions!

#### **Volunteer Program Planning & Writing Effective Volunteer Job Descriptions**

A comprehensive review of how to assess your program, identify its strengths and weaknesses, and then define appropriate volunteer roles. Learn what to include in volunteer handbooks, and how to address legal issues & policies. Attendees will learn how to write effective job descriptions that validate the need for volunteers and provide clear direction for all.

**Dates:** Oct. 7, 2008 and May 14, 2009

**Time:** 8:30 a.m. - 11:30 a.m.

**Cost:** \$40 per session or all 3 for \$100

#### **Marketing, Recruitment, Orientation and Training**

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

**Dates:** Oct. 15, 2008 and May 21, 2009

**Time:** 8:30 a.m. - 11:30 a.m.

**Cost:** \$40 per session or all 3 for \$100

#### **Supervision, Evaluation & Recognition**

Build your skills through a review of risk management, reporting relationships, evaluation, placement assessment, record keeping, and termination. We'll also review recognition techniques and discuss the importance of having board and staff involved in supporting your volunteer program.

**Dates:** Oct. 29, 2008 and May 28, 2009

**Time:** 8:30 a.m. - 11:30 a.m.

**Cost:** \$40 per session or all 3 for \$100

### **Special Interest Workshops**

Focused sessions targeting topics of interest to Volunteer Managers.

#### **The Changing Faces of Volunteers; Expanding Diversity in Volunteer Programs**

As current trends bring about demographic change, Volunteer Managers need to learn how to meet the expectations of their volunteers. Join us for an interactive session that will review: *Diversity ~What is it? | Changes in Population | Changes in Styles of Volunteering | Changes in Areas of Interest*

**Date/Time:** Sept 9, 2008 • 10 a.m. to Noon

**Cost:** \$30 per person

#### **Here come the Boomers!**

In the next two decades, a huge number of Baby Boomers will retire. Collectively, this group has volunteered at a 30% higher rate than other generations and focusing your recruitment efforts now could yield enormous dividends for your volunteer program. We'll review: *Definition of a Boomer | Marketing to Boomers | Targeted Volunteer Opportunities | Motivating Boomers*

**Date/Time:** Nov 13, 2008 • 11:30 a.m.—12:30 p.m.

**Cost:** \$20 per person

#### **Risk Management in Volunteer Programs**

Risk management is about conserving and protecting your organization's resources (people and money), freeing it to pursue its important mission. Learn about the importance of adhering to policies and procedures for managing risk in a volunteer program. Workshop topics include: *Controlling, Alleviating and Diminishing Risk | Effective Volunteer Position Design | Screening | Training and Supervision.*

**Date/Time:** Jan 21, 2009 • 11:30 a.m.—12:30 p.m.

**Cost:** \$20 per person

#### **Building Effective Teen Programs**

This session provides an opportunity to look at your current program and evaluate where improvements are needed. Learn how to adapt best practices of volunteer management to meet the unique needs of teen volunteers. Topics include: *Benefits & Barriers to Teen Volunteering | Recruiting Teens | Training, Orientation, and Supervision | Recognition*

**Date/Time:** Feb 10, 2009 • 11:30 a.m.—12:30 p.m.

**Cost:** \$20 per person

#### **Handling Volunteer Performance Problems**

This session includes a review of why it is critical to deal with performance gaps in a timely and effective manner. Session will explore: *Frequent Volunteer Performance Problems | Confronting and Exploring Solutions | Dismissal Considerations and Techniques*

**Date/Time:** Jun 9, 2009 • 11:30 a.m.—12:30 p.m.

**Cost:** \$20 per person

**Location:** All workshops are held at the Greater Kalamazoo United Way Building  
709 S Westnedge Ave, Kalamazoo

**Advance registration & payment required.**

**Questions? Please call 269.382.8350**  
Visit [www.volunteerkalamazoo.org](http://www.volunteerkalamazoo.org) for online registration and payment options.