

The Volunteer Center of Cedar Valley Presents:

Volunteer Management Training Series

July 16 - August 20
Thursdays 11:30 a.m.— 1 p.m.
Kimball Ridge Center, Meeting Room 1
2101 Kimball Avenue, Waterloo, Iowa

This six-part series is a high-quality, comprehensive course designed to provide new and practical skills for anyone who manages or plans to manage volunteers and/or a volunteer program. The curriculum is based on research and best practices in volunteer management.

1 Designing Positions for Volunteers

Thursday, July 16

- Educate on tools and methods to enhance efforts in designing creative and effective volunteer positions.

2 Volunteer Recruitment

Thursday, July 23

- Explore targeted volunteer recruitment: a strategy of invitation to reach the best people to fill your volunteer needs.

3 Supervising Volunteers

Thursday, July 30

- Identify the basic skills and characteristics of good volunteer supervision.
- Clarify the supervisor's role in the organization.

4 Orienting and Training Volunteers

Thursday, August 6

- Identifying training needs.
- Building a training session.
- Effective training delivery.

5 Handling Volunteer Performance

Thursday, August 13

- Identify causes of volunteer performance problems.
- Examine options for dealing with volunteer performance gaps and support for change.

6 Volunteer Program Evaluation

Thursday, August 20

- Deciding what you need to evaluate.
- Explore four types of volunteer program evaluation.
- Using evaluation information.

Register Today!

Seating is limited. Please complete your Volunteer Management Training Series Registration Form today!

Registrations accepted on a first come, first served basis.
Registration deadline is July 9, 2009.

The Volunteer Center of Cedar Valley is the local affiliate of the Points of Light Institute and HandsOn Network..

The curriculum has been authorized to present by Betty B. Stallings, author of series "Training Busy Staff to Succeed with Volunteers"



**Volunteer Center
of Cedar Valley**

2101 Kimball Ave Suite 1414 • Waterloo, IA 50702
Phone: 319.272.2087 • Fax: 319.272.2088
Email: information@vccv.org • website: www.vccv.org

Volunteer Management Training Series Registration Form

Each individual registrant should complete this form in its entirety, however, payments may be combined. Please make copies of this form as needed for additional registrants. Thank you!

Name _____ Title/Position _____

Agency Name _____

Mailing Address _____

City _____ Zip _____ Phone Number _____

Fax Number _____ E-mail Address _____

How would you like to receive your registration confirmation? E-mail Fax Postal Mail

Discount Registration Rate: \$5.00 per person per course

(This discount rate is available to employees of VCCV member agencies and college students.)

Standard Registration Rate: \$10.00 per person per course

Register for all 6 courses and save \$5.00!

Course Name	Select dates attending (All courses run from 11:30 a.m. - 1:00 p.m.)
Designing Positions for Volunteers	<input type="checkbox"/> Thursday, July 16
Volunteer Recruitment	<input type="checkbox"/> Thursday, July 23
Supervising Volunteers	<input type="checkbox"/> Thursday, July 30
Orienting and Training Volunteers	<input type="checkbox"/> Thursday, August 6
Handling Volunteer Performance	<input type="checkbox"/> Thursday, August 13
Volunteer Program Evaluation	<input type="checkbox"/> Thursday, August 20

Please select ONE option below and complete the corresponding row.

<input type="checkbox"/>	I am an employee of a VCCV member agency.	Number of Courses _____ x \$5.00 = _____
<input type="checkbox"/>	I am a college student.	Number of Courses _____ x \$5.00 = _____
<input type="checkbox"/>	I am registering at the standard rate.	Number of Courses _____ x \$10.00 = _____

Reminder: If you have registered for all 6 courses, deduct \$5.00 from your total registration fee.

(This discount only applies when the same registrant attends all 6 sessions.)

Amount Enclosed: _____

Please mail this completed form along with payment to

Volunteer Center of Cedar Valley
2101 Kimball Avenue, Suite 1414
Waterloo, IA 50702

Confirmations will be sent upon receipt of registration.

Direct questions to Lauren Pelleymounter at 319-272-2087 or lauren_pelleymounter@vccv.org

RSVP by Thursday, July 9, 2009.