

Increase the Effectiveness of Your Volunteer Program

This training series, modeled on national best practices, provides the practical tools you need to create a dynamic, results-oriented volunteer program – one in which volunteers thrive, your agency excels and you can take pride. Through this training series, you will:

- Engage in sessions that are rich with content to help you create a dynamic, responsive and highly functional volunteer program
- Learn the latest in volunteer management
- Network with others in the field

All sessions are 8:30am – 12:00pm

1

Understanding Volunteering **Wednesday, September 2** **Presented by Sara Minkoff –** **UW Madison Arboretum**

- Volunteer trends and how to capitalize on them
 - Regional
 - Generational
 - Economic
- Characteristics of effective volunteer programs
- Volunteer motivation models

2

Plan for Success **Tuesday, September 22** **Presented by Sara Minkoff –** **UW Madison Arboretum**

- Conduct basic needs assessments with staff, volunteers and other stake holders
- Create dynamic and appealing volunteer position descriptions
- Develop a mission statement to focus your efforts, then design the policies and budget to make it come to life

3

Recruiting & Placing Volunteers **Thursday, October 8** **Presented by Michael Rosenblum –** **UW Hospital and Clinics**

- Develop volunteer recruitment strategies and messages
- Access underutilized volunteers
- Interview volunteers for optimal placement

4

Orienting & Training Volunteers **Thursday, October 29** **Presented by Michael Rosenblum –** **UW Hospital and Clinics**

- Identify training needs
- Build a training session
- Develop training delivery methods

5

Supervising Volunteers **Thursday, November 12** **Presented by Kellie Miller –** **Board on Aging and Long-Term Care**

- Define and communicate expectations
- Supervise and recognize people with different motivations
- Develop a recognition plan

6

Continuous Program Improvement **Friday, December 11** **Presented by Gray Williams –** **City of Madison Office of** **Community Service**

Understand the value and learn the art of program evaluation through learning:

- What to evaluate and why
- How to assess volunteer satisfaction, management and outcomes
- How to use the information collected for greatest impact

7

Sharing Volunteer Program **Improvement Plans** **Thursday, January 28** **Facilitated by Kathy Martinson –** **United Way of Dane County**

- Share action plans
- Learn about each other's best practices
- Graduation/Celebration

Who Should Participate?

Volunteer coordinators, volunteer program managers, and anyone who has responsibility for supervising volunteers

What's Included?

- Participant workbook and resources
- Individual and group activities
- Opportunities to network with colleagues from other organizations
- Certificate for completion of series

Location

United Way of Dane County
2059 Atwood Avenue (3rd floor boardrooms)
Madison, WI 53704

Cost

\$90.00 for series of seven courses or
\$15.00 per course
Participation in all seven courses is strongly recommended

Substantial costs underwritten by
United Way of Dane County

Questions?

For more information, please contact
Kathy Martinson at (608) 246-4356 or
kathym@uwdc.org.

Presented by

United Way of Dane County Volunteer Center
and
Dane County Administrators of Volunteer Services

Registration Form

Name _____

Title _____

Organization _____

Address _____

City/State/ZIP _____

Phone _____ Fax _____

E-mail _____

I would like to attend:

- | | |
|--|---------|
| <input type="checkbox"/> Entire Series (Courses 1-7) | \$90.00 |
| <input type="checkbox"/> Understanding Volunteering | \$15.00 |
| <input type="checkbox"/> Plan for Success | \$15.00 |
| <input type="checkbox"/> Recruiting & Placing Volunteers | \$15.00 |
| <input type="checkbox"/> Orienting & Training Volunteers | \$15.00 |
| <input type="checkbox"/> Supervising Volunteers | \$15.00 |
| <input type="checkbox"/> Continuous Program Improvement | \$15.00 |
| <input type="checkbox"/> Sharing Volunteer Program Improvement Plans | \$15.00 |

Total payment \$ _____

Included in registration fee:

- Materials for each session
- Continental breakfast

Method of Payment

Check Visa MasterCard AmEx

Card #: _____ Exp: __/__/__

Signature: _____

Checks payable to:

United Way of Dane County

Send Completed Form and payment to:

United Way Volunteer Center

PO Box 7548

Madison, WI 53707-7548

United Way of Dane County
PO Box 7548
Madison, WI 53707-7548



United Way
Volunteer Center

and



present

PROFESSIONAL DEVELOPMENT FOR VOLUNTEER MANAGERS



**Seven-part Series on
Engaging Volunteers
More Effectively**

September 2009 – January 2010

Non-Profit ORG
U.S. Postage
PAID
Madison, WI
Permit No. 1716