

Community Information & Volunteer Centre

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A to z about working with volunteers

Are you helping to organize volunteers and wonder if there is a better way to do it? Do you have challenges recruiting and keeping volunteers? Need some ideas?

Why not sign up for our Overview of Management workshop? In a group of eight to twelve people, you can share experiences and gain knowledge about best practices in the field of volunteering.

Each of the four days of this workshop is taught by a different volunteer manager. Their experience spans arts and culture, social services, health and education. The diversity of their experience broadens and deepens your learning and they are local so that you can seek their counsel afterwards as well.

This workshop is practical and hands on. A full range of forms, checklists and other tools are provided so that you can plan, oversee and evaluate any size of volunteer program at any stage of development.

So what will you learn? On the first day, you will learn how volunteer and donation trends impact your plans to recruit people. A communication module will sharpen your one-on-one interactions. Day two will involve you in budgeting, record keeping, drafting position descriptions and considering the impact of social networking.

By day three, you move on to screening volunteers, managing risk and training volunteers using all types of adult learning styles. The final day allows you to focus on supervising, dismissing difficult volunteers, recognizing successful volunteer contributions, dealing with staff and volunteer relations, and evaluating your program in a variety of ways, including economic impact.

The workshop will run Mondays and Tuesdays, November 14, 15, 21 and 22, 2011 from 9:00 am to 4:00 pm. We meet at Kelowna Community Resources at 120-1735 Dolphin Avenue. The cost is \$199. Sign up by contacting 250-763-8008 extension 24. You can email informkelowna@kcr.ca.

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