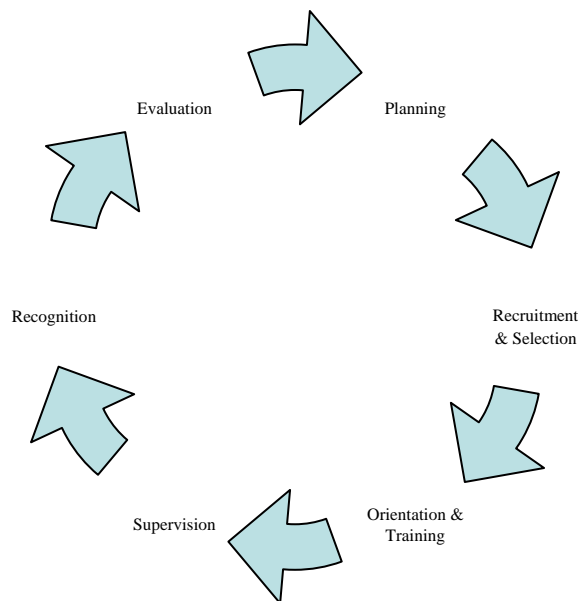


Volunteer Fairfax Volunteer Management Boot Camp

Volunteer Fairfax has been offering the Volunteer Management Boot Camp since 2004. The session, currently offered once per quarter, covers the basics of the volunteer management cycle focusing much of the time on planning for and supporting volunteers, as well as on targeted recruitment. Over the course of three hours attendees receive training on needs analysis, position descriptions, recruitment strategies, effective communication and volunteer motivation.

This session is also offered as a consultant package available to any organization or group and can be lead at the purchaser's chosen time and location. Consultant packages include customization of the materials to meet each group's needs. Consultant Boot Camp packages can be offered for two to four hours and tailored for groups of 10 or more individuals. Topics covered include planning for volunteers, targeted recruitment, strong supervision, volunteer retention and program evaluation. Volunteer Fairfax has previously worked to customize the Volunteer Management Boot Camp for community and faith based organizations.



Session Outline:

- 1) Getting Started
 - a) Elements of Volunteer Program Management
 - b) Characteristics of Organizations that Effectively Engage Volunteers
 - c) Volunteerism Trends
- 2) Planning your Volunteer Program
 - a) Importance of Needs Assessment
 - b) Methods for Conducting Needs Assessments
 - c) Appropriate Roles for Volunteers
 - d) Position Descriptions
- 3) Recruiting and Placing Volunteers
 - a) Strategically Defined Positions Descriptions
 - b) Benefits and Features of Volunteer Positions
 - c) Matching the Right Individuals to the Right Positions
- 4) Supervising Volunteers
 - a) Communicating Clear Expectations
 - b) Guiding and Supporting Volunteers
 - c) Ensuring Volunteers Feel Rewarded
- 5) Wrap Up
 - a) Reflection
 - b) Additional Materials

Session Feedback:

"This was great! In 3 hours, I got better materials than I got at the whole volunteering conference I went to last year!"