

Overview of Volunteer Management

A four-day certificate course that gives you
all the basics you need to know about managing volunteers

Oct 16, Oct 23, Nov 6 & Nov 20, 2010

9:00 am—4:00 pm each day

With facilitators Diane Kirby and Theresa Vogel

About the course:

This course is a series of eight activity-based modules on operating effective, safe and meaningful volunteer programs. New Coordinators of Volunteers, those just thinking of entering the field, or administrators with several years of volunteer management experience will all equally benefit from attending this course and networking with their peers. Learn how to: plan a successful volunteer program; recruit, retain and recognize volunteers; market your volunteer program; interview and supervise volunteers; and encourage successful volunteer/staff relations.

Certificate requirements:

To receive the course certificate, participants must complete at least three of the four days (six of the eight modules), complete all of the assignments, and receive a passing mark from the instructors.

How to register:

Email Volunteer Victoria at volvic@volunteervictoria.bc.ca with your name, agency and contact information. Follow up before the workshop with Visa, Mastercard, cash or cheque (payable to "Volunteer Victoria") to: 306-620 View Street, Victoria, BC V8W 1J6. Tel 250.386.2269

Location & Course Fee:

Cadboro Commons Conference Centre, University of Victoria
\$275 for Volunteer Victoria members / \$350 for non-members

Note: A limited number of \$200 bursaries are available on a first-come, first-serve basis for Volunteer Victoria agency members

Note: A \$100 cancellation fee will be charged if cancelling after Oct 1, 2010

