

# Florida Volunteer Management Training Certificate Program

## Benefits



*Recipients of the Florida Volunteer Management Training Certificate benefit by:*

- Higher job satisfaction
- High job efficiency and effectiveness
- Increased value and respect of your organization's volunteer program
- Improved volunteer administration knowledge and skills
- Higher level of satisfaction by volunteers and coworkers
- Expanded organizational partnerships and resources
- Broadened leadership skills
- Heightened credibility
- Keener awareness of ways to identify and respond to volunteer trends
- Opportunity to remain engaged in a statewide network of volunteer administrators
- Ability to assume local, state or national leadership roles in volunteer administration

*Agencies who invest in volunteer administration development benefit by:*

- Increasing the number of appropriately selected, placed and trained volunteers
- Improving volunteer satisfaction and willingness to donate time and resources
- Enhancing staff and volunteer productivity, performance and enjoyment

## PARTNERS

The Florida Volunteer Management Training Certificate Program is a joint endeavor of the Florida Association of Resource Management, Volunteer Florida and the HandsOn Network.



### Florida Association for Volunteer Resource Management

Founded in 1983, the Florida Association for Volunteer Resource Management works to promote and strengthen volunteerism and volunteer centers in Florida. It provides a network of support and professional development for volunteer agencies, as well as develop and nurture partnerships with other associations that share the same interest.

### Volunteer Florida



Volunteer Florida, also known as the Governor's Commission on Volunteerism and Community Service, was established in 1994 by the Florida legislature to administer grants under the federal National and Community Service Trust Act of 1993. It is led by a bipartisan, governor-appointed board of 25 commissioners with the mission of

strengthening communities through volunteerism and service.



### HandsOn Network

The Hands On Network is a national organization with a global focus to redefine volunteerism and civic engagement for the 21st century, putting

people at the center of community problem solving. Its vision is to help everyone discover the power to make a difference.

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### Martin Volunteers



United Way of Martin

County's Martin Volunteers program brought the Florida Volunteer Management Training Certificate Program to the Treasure Coast. Martin Volunteers' mission is to engage people of all ages and backgrounds in volunteer service that enriches the individual and strengthens the community. It helps match people's skills, interests and schedules to rewarding volunteer opportunities available at more than 100 nonprofit and public organizations through RSVP, White Doves Holiday Project and Executive Service Corps of the Treasure Coast. Visit [martinvolunteers.org](http://martinvolunteers.org) or call (772) 220-4472 for more information.

## A WISE INVESTMENT

Often times it's easy to embrace the "volunteers are free" myth, however volunteers are unpaid staff who need a competent individual to lead and manage them.

# Volunteers!



Volunteer Florida and the Florida Association for Volunteer Resource Management offer the Florida Volunteer Management Training Certificate Program to help increase the

effectiveness of a volunteer program and enhance the professional credentials of volunteer managers.

This training program includes a series of six courses for volunteer managers (outlined at right) and costs \$275 for the six courses and certificate. The cost of an individual course not taken as part of the six-course program is \$50.

## CERTIFICATES

Volunteer Florida and FAVRM will provide a "certificate of accomplishment" for individuals who register and pass the FAVRM/VF standardized test for each of the six courses. The certification programs measure an individual's knowledge, skills and abilities against a standardized tool based on the roles and responsibilities of a profession.

A "certificate of attendance" can be issued to individuals who do not intend to complete the entire course. These participants would receive a certificate for each course they attend. They are not required to participate in pre- or post-testing.

## CURRICULUM

1. Understanding Volunteering
  - Overview of volunteer trends
  - Characteristics of effective volunteer programs
  - Volunteer involvement and motivation
2. Planning a Volunteer Program
  - Conducting basic needs assessments
  - Creating volunteer position descriptions
  - Developing a purpose statement, policies and budget
3. Recruiting and Placing Volunteers
  - Developing volunteer recruitment strategies and messages
  - Accessing underutilized volunteers
  - Interviewing and screening for optimal placement
4. Orienting and Training Volunteers
  - Identifying training needs
  - Building a training session
  - Effective training delivery
5. Supervising Volunteers
  - Defining and communicating expectations
  - Supervising and recognizing people with different motivations
  - Developing a recognition plan
6. Evaluating a Volunteer Program
  - Deciding evaluation needs
  - Assessing volunteer management process and community impact
  - Using evaluation information



## LOCATION

TBA

## SCHEDULE

Module 1 - April 5

Module 2 - April 12

Module 3 - April 19

Module 4 - April 26

Module 5 - May 3

Module 6 - May 10

## CONTACT

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Visit [martinvolunteers.org](http://martinvolunteers.org) for more information.

