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| **Training Overview**  **Working with High Impact Volunteers** | | |
| **Session and Date**  **(All trainings from 9-11 a.m.)** | **Objectives** | **Homework** |
| **Overview of Key Concepts**  Thu. 9/23 @ CB | Participants will understand:   * Benefits of high impact volunteers at the library * The difference between volunteer management and volunteer engagement * Staff role with volunteers * Aspects of a welcoming environment | **Homework:**  Read ch. 4-5, be ready to report out on a section. |
| **Prepare for Volunteers**  Fri. 10/1 @ CB | Participants will learn to:   * Craft a volunteer position description * Draft an elevator speech * Gain an understanding of motivational styles & how they can be used in a volunteer program | **Homework:** develop job description, bring 2 copies to next training. |
| **Cultivate Volunteers**  Fri. 10/15 @ CB (fyi—same day as MF) | Participants will learn:   * Features and benefits of VolunteerMatch and an array of recruitment resources including Craigslist, Volunteer.com, social networks, professional assoc., community partners & more * How to refine a position description * How to use their branch/unit's full circles of influence to identify sources of volunteers * How to identify ways to communicate and keep network informed | **Homework:**   * Revise position description and send to Joan. * Draft position posting and view posting sites; determine two sites or identify two organizations suitable for recruitment for your position (you will report back next class). * Do “Circles of Influence” activity at your site with other staff members and remember the # of total contacts to report back at next class. |
| **Negotiate Agreements –**  Cover at COVE Mtg.  Thu. 10/21 @ KL 225/229 | * Create and negotiate a position agreement * Use the negotiated agreement to assess progress |  |
| **Volunteer Match**  Fri. 10/29 or Thu. 11/18  @ KL 219 (choose one to attend) | Participants will:   * Learn about the features of VolunteerMatch through hands-on experience in the computer lab * Create a listing for their position * Upload photos and documents to the listing | **Homework:**  Read chapter 7 for next class. |
| **Interview Volunteers**  Fri. 11/5 @ CB | Participants will increase their ability to:   * Understand the volunteer intake process * Select and develop interview questions * Conduct an interview |  |

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