

VOLUNTEER CO-ORDINATORS' WORKSHOP

INTRODUCTION

The volunteer worker has been treated with considerable inconsistency by Victorian agencies and organizations. It is evident that many have re-awakened to the importance of the volunteer and voluntary sector. Economic constraints have caused many agencies and organizations to review their staffing practices, and volunteers are being identified as an extremely valuable asset to assist with declining resources. Unfortunately decisions to increase volunteer involvement are often made for inappropriate reasons.

Organizations with progressive staff management policies and practices (of which volunteers are a part) are seeking education in the form of organizing training and making administrative changes in order to ensure that their utilization of volunteers can be more effective. The designation of the role of "co-ordinator of volunteers" is becoming more widely used to denote that someone in the organization has a specific responsibility (full-time or part-time) for co-ordinating the efforts of volunteers for the whole organization.

The resource material incorporated in this outline is a guide to a training design aimed at volunteer co-ordinators who are directly responsible for the development of volunteer programmes. The design does not attempt to cover all aspects of the volunteer co-ordinators' role, but hopefully includes aspects of central concern to the role.

The training programme will specifically attempt to focus upon and review the knowledge, skills, values and attitudes which would be held in common by volunteer co-ordinators working both in paid and voluntary positions in agencies and organizations throughout the community.

The main topics to be explored will include:

1. Developing an effective volunteer programme/service.
2. Recruitment and selection of volunteers.
3. Orientation and training of volunteers.
4. Supervision and motivation of volunteers.
5. Maintaining, supporting and retaining of volunteers.
6. Determinating the role of particular volunteers.
7. The role of the Volunteer Co-ordinator.

Each topic will form a core component of training programme. The topic outlines include theories, concepts, ideas, references and practical exercises which have been developed by many writers, trainers and practitioners who work and write in this programme area. Much of the content is not original, however, the design and development of the training programme is.

This is envisaged as a pilot training programme and will be redesigned and rewritten following evaluation of the initial programme.

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They envisage a three day workshop probably in the May - June period with others to follow according to the numbers interested in attending. May have more information for you at our next meeting - March 5th

Bob.