

# Overview of Volunteer Management

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

Oct 15, Oct 22, Nov 5 & Nov 19, 2011

9:00 am—4:00 pm each day

## 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.

*NB: This course has been accepted for credit towards the first course (“Working with Volunteers”) in Red River College’s Volunteer Management program.*

## 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](mailto: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  
\$299 for Volunteer Victoria members / \$399 for non-members

Note: A limited number of \$200 bursaries are available Volunteer Victoria agency members in good standing. See bursary info sheet for more details.

Note: A \$100 cancellation fee will be charged if cancelling after Sept 30, 2011

