

VOLUNTEER MANAGEMENT

Successful organizations value the commitment of people who share their time, energy and expertise. Providing an effective and supportive environment for your volunteers will motivate continued participation. This training is designed to be relevant for coordinators with established programs as well as those in the process of creating new ones.

6 Easy Ways to Register

Online

ce.unm.edu

Phone

505-277-0077, Option 1
M-F, 8am-5pm

Email

ceregistration@unm.edu

Mail

UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001

Fax

505-277-1990
Fax/Mail instructions
see website.

In Person

M-F, 8am-5pm
UNM Continuing Education
1634 University Blvd. NE
(just north of Indian School)

Tuition Remission Benefit:

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit ce.unm.edu/TR for more details.



Continuing
Education

ce.unm.edu

Volunteer Management Certificate

Move your organization to the next level by tapping into valuable volunteer resources and using these experts to their fullest potential. This certificate program, created, developed and supported by New Mexico partner agencies and organizations, provides a comprehensive look at managing and motivating volunteers in a way that articulates the benefits and responsibilities of organizations, employees, and the volunteer workforce. Note: This Volunteer Management Certificate contains four courses that are not prerequisites or in sequence. UNM Tuition Remission is eligible under Professional Development.

Required Classes (4)

42471	Building a Successful Program	\$149
42472	Recruitment, Skill Assessment and Training	\$149
42473	Managing and Motivating Your Volunteers	\$149
42474	Evaluating Your Volunteer Program	\$149

Class Descriptions

Building a Successful Program

In community programs, collaboration, integration and commitment are sure ingredients for success. But is there more? Organizations need volunteers to be sustainable. Being open to exploring and investing in new services and technologies will deliver high-impact programs and services. Are short and long term goals helping or hindering success and utilizing the talents of your volunteer teams? Efforts to be more effective and efficient are key traits in our rapidly changing time. With success at the core, a willingness to try new ideas allow your project to thrive and grow. Add new tools for strategic planning or ideas to use with staff, volunteers and partners allowing for the capacity to adapt.

Course: 42471 **6 hours**
Sep 11-13 MW 9:00-12:00pm \$149
Maralie W. BeLonge

Recruitment, Skill Assessment and Training

You know that there are volunteers available to you. How do you recruit the very best with the knowledge, skills and abilities (KSAs) that will make a difference in your organization? Learn how to attract the best fit for your organization, how to analyze the best possible placement of volunteers within your group, and how

to train for the highest possible outcomes using realistic goals, expectations, and evaluations.

Course: 42472 **6 hours**
Oct 9-10 MT 9:00-12:00pm \$149
Marianela Gish

Managing and Motivating Your Volunteers

You've found some wonderful volunteers. They're making a huge difference in your organization. Now, how do you manage unpaid staff, and how do you motivate them to keep up the good work? Learn about the drivers that inspire volunteers of all ages and discover the best ways to keep your volunteers visualizing themselves as significant contributors to your work.

Course: 42473 **6 hours**
Nov 20-21 MT 9:00-12:00pm \$149
Marianela Gish

Evaluating Your Volunteer Program

You've designed, developed and implemented a wonderful volunteer component to your organization. Examine best practices to clearly evaluate your organization, knowing what's going well, and what could be improved as you grow your future.

Course: 42474 **6 hours**
Dec 11 & 13 MW 9:00-12:00pm \$149
Shannon Morrison