



Everyone Ready®

An online volunteer management
staff development plan

FROM ENERGIZE

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Ask the Trainer
questions starting
**Monday,
October 19th**

Self-Instruction Guide

To be released **Monday, October 19th**

Focus on the Volunteer Program Manager

A Task Analysis of the Role and its Significant Issues

Trainer: Betty B. Stallings

Discover what it *truly* takes to lead a volunteer program. Learn about the full nature of the role, and why staff misconceptions about the role can lead to an ineffective program.

Learning Objectives

After reading the Guide and participating in the Q&A sessions, learners will be able to:

- Educate others about the full nature of the position.
- Delegate some of the responsibilities and tasks to appropriate staff or volunteers.
- Analyze factors such as job title and organizational placement that impact success.
- Evaluate the skill set needed to carry out the role.

The Ideal Audience

- Volunteer program directors, managers, and coordinators.
- Anyone who is in a position to hire and/or supervise a Volunteer Program Manager.
- Executive, administrative, fund development, program, and personnel staff, board members, and lead volunteers who need/desire a better understanding of this role.

Everyone Ready offers:

- ▶ 24/7 access to Online Seminars or Self-Instruction Guides, and *e-Volunteerism* journal.
- ▶ Ability to access the Seminar or Self-Instruction Guide as many times as you want during its availability to your organization.
- ▶ Handouts and seminar notes to print or save for future reference.
- ▶ Ask the expert trainer questions via the Discussion Board for the first 30 days.