

Volunteer Co-ordinators' Programme – Spring 2009

This programme of workshops is aimed at Volunteer Co-ordinators and Managers who have a substantial or increasing responsibility for volunteers within their organisation.

Workshop 1

Recruiting Volunteers

Wednesday – 21 January, 9.30am – 1.30pm

Methods and approaches to recruiting volunteers, identifying difficulties and exploring new ways of attracting volunteers. The recruitment process – including equality of opportunity and encouraging diversity. The importance of Induction

Workshop 2

Supervising and Supporting Volunteers

Wednesday 18 February, 9.30am – 1.30pm

- The benefits of good supervision and support to the volunteer and to the organization
- How, when and where to provide support and supervision
- Good practice and what to do when problems arise

Workshop 3

Motivating and Retaining Volunteers

Wednesday 18 March, 9.30am – 1.30pm

- What motivates and de-motivates volunteers
- Causes of de-motivation and how to deal with them
- Recognising and rewarding volunteers

Each workshop is free standing, but the maximum benefit will be gained by attending all three.

All Workshops run from **9.30 am to 1.30 pm**. Lunch will be provided. The workshops are facilitated by **Rose Austen**, Volunteer Centre Organiser and **Andrea Garrick**, Voluntary Services Co-ordinator, St. Michael's Hospice.

If you are interested in attending please contact **Rose** on **1424 446060/444010** or email **rose@hvauk.org** or complete the online booking form.

http://www.hastingsvoluntaryaction.org/training/volunteer_coord_prog/vol_coord_prog_booking_form.doc

Deadline for applications – 9 January 2009.

All the above workshops are **FREE** to HVA Members and voluntary organisations that operate within Hastings.

Other voluntary organisations not operating in Hastings – **£10**

Statutory organisations – **£25**.

For those with free places, a fee of £10 will be invoiced for non-attendance without prior reasonable notice.