



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Recruiting Volunteers, First Edition

Course Number: AXO84–113

Days: Self–study

Description: Recruiting Volunteers is to help individuals and organizations define the value of volunteers, evaluate the roles of volunteers, and develop programs to insure the effective use of volunteers. If you are considering using volunteers for the first time, this book will provide a model for developing an effective volunteer program.

Topic-Level Outline

Section 1: The Value of Volunteers

- Characteristics of Effective Volunteers
- A Cost/Benefit Analysis of Volunteer Function
- Possible Roles for Volunteers
- Volunteer Usage Example
- Create a Volunteer Skills Bank
- Skill Identification

Section 2: Your Nonprofit Organization's Strategic Plan

- Nonprofit Overall Evaluation
- How Well Does Your Agency Deliver?
- Visualize Your Nonprofit Organization's Future
- How Does Your Agency Measure Up?
- New Functional Areas
- Determining the Roles for Each Functional Area
- Skill Assessment for Each Role

Section 3: Define and Recruit Volunteers

- Volunteer Job Descriptions
- Multicultural Recruitment Sensitivity
- Volunteer Recruitment Sources
- Company Community Service Projects
- Volunteer Information and Referral Services
- Job Title Opportunities and Responsibilities
- Rehabilitation Training
- Trade or Job Retraining
- Work Experience Documentation
- School Project Contracts
- Educational Internships
- Collaborative Partnerships
- Effective Strategies for Interviewing Volunteers
- The Volunteer Telephone Interview
- The Volunteer Personal Interview Volunteer Agreements and Contracts

Section 4: Volunteer Assignment and Development

- Structuring and Restructuring Available Volunteer Opportunities
- Develop the Volunteer's Work plan
- Work Cards and Training Materials
- Agency Volunteer Training Materials Evaluation
- Communication and Listening Skills Training
- Leadership and Team Building
- Ongoing Training Opportunities
- Your Training Development Program
- Weekly Volunteer Support Meetings
- Volunteer Assignments
- Motivate and Inspire Volunteers
- Agency Plan for Recognition
- Periodic Volunteer Career Assessment
- Volunteer Empowerment Within Your Organization
- Is Your Agency Responsive?
- Ongoing Evaluation and Adjustment
- Index of Forms

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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