



TRAINING ON VOLUNTEERS MANAGEMENT PROGRAMMES

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Intro

- Having trouble better integrating your Volunteers in the organisation scheme?
- Not sure what volunteers want from their volunteering? Or, you want to give them more than merely a task and show them how much they can learn from it?

Symptoms

- It takes a long time to integrate volunteers;
- Volunteers do not seem to take ownership of their projects and take resources from staff members;
- The hierarchical relationship between staff and board, board and volunteers;
- The relationship between staff and volunteers is uncomfortable.

Objectives

- Provide skills and ideas on how to motivate volunteers to join and keep working, given the specificity of long distance work groups;
- Provide skills and tools on how to facilitate long term volunteers' learning process;
- Provide the knowledge to properly define and divide roles and responsibilities within the organisation (volunteers and staff);
- Share best practices and create mechanisms for the smoother integration of new volunteers;
- Design volunteer development systems (task-support, personal support) for both local and international volunteers.

Contexts

- When hosting an international volunteer;
- When you have volunteers responsible for the implementation of long-term projects;
- When you have volunteers in some leading position or leading a certain activity and you want them to be able to motivate fellow volunteers to participate in the project/activity;
- When you want volunteers in leading positions to take more ownership and feel at ease in relating to Staff/Board members;

Target audience

- Staff members of INGYOs or NYCs;
- Board members of INGYOs or NYCs;
- Coordinators of volunteers in leading positions.

Modules

Introduction

Coming to a common understanding on

- Each organisation's structure, needs, and fields of action;
- What is volunteering; what are the organisation's expectations from volunteers, what is the reason why the organisation has volunteers;
- What are volunteers' needs and learning process

Competence and skills development

- Leadership and Motivation
 - From a staff member to a volunteer perspective
 - From a Board member to a volunteer /staff perspective
 - From a volunteer (coordinating position) to another volunteer perspective;
- Roles and communication
 - How to properly integrate a volunteer in the organisation;
 - What are the roles and responsibilities within a team;
 - Showing them the "big picture" of the organisation, allowing them to understand the needs, priorities, vision of the organisation
 - Effective communication between different positions (volunteers; staff; board); how to give feedback on volunteers' work.
- 2 way learning process & volunteers' learning process
 - Looking at volunteering as a learning opportunity for the volunteer and the organisation itself; Seeing learning as a two way process, both parties are learning and can benefit from the experience;
 - Concrete tools on how to set learning objectives with a volunteer;
 - Managing volunteers' expectations – in a practical way
 - Concrete tools sharing;

Specific module on EVS volunteers management
(or other international volunteering programmes)

How can the PoT support you?

- PoT facilitators helping in the training process of your organisation;
- Feedback on the method;
- Needs analysis and adapting these modules to the specificities of your organisation;
- Supervision of the process;
- External evaluation.

Resources

- T-Kit 5 : International Voluntary Service
http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/T_kits
- <http://ccivs.org/tools.php>
- http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/5/Tkit_5_EN
- http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/1/Tkit_1_EN
- http://eacea.ec.europa.eu/youth/programme/action2_en.php
- Promoting + Developing Volunteering
<http://www.eyv2011.eu/funding-opportunities/item/download/105>

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MORE INFORMATION

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