

Proposal for Presentation:
2009 West Central Illinois Volunteer Conference

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Workshop Details

Title:

Helping Manage Your Most Valuable Asset- Volunteer Position Descriptions

This workshop best fits the professional experience level checked below.

Basic Intermediate Advanced

Title and brief description:

Helping Manage Your Most Valuable Asset-Volunteer Position Descriptions

The gifts of time and talent are sometimes hard to utilize. Just as we are good stewards with the monetary support given, we must fit the needs of the agency with the skills and needs of the volunteer. This session will offer you a guide and a process to develop position descriptions and discussion about the best ways to utilize them with potential and current volunteers.

Learning objectives:

Participants will learn:

- The reasons to consider volunteer position descriptions, including some legal ramifications.
- How to construct a position description.
- Who might contribute in the construction of the description.
- Why the description can help you, help the volunteer to be satisfied in their contribution of time and talent.
- What conversation must accompany the description.
- When to revisit the description with the volunteer.

Professional Reference/contact information:

April Cook, Human Resource Manager, AT&T/Former Not-for –profit Board member

Short Bio

Anne has over 20 years of work in the not for profit sector, from direct service to Executive Director and has served on several Boards. She has a Bachelors in Child, Family, and Community Service. One of her favorite professional activities is providing training on various topics related to, communication, behavior, and NFP management. During her years as an Executive Director, she structured a volunteer program that was on going and with diverse tasks. Through skill/interest assessment, volunteer orientation, volunteer agreement, and position descriptions; long lasting, mutually beneficial relationships between agency and volunteer were built. In the fall of this year she is returning to graduate school to complete a Masters degree where she will further study best practices of Not-for-profit organizations.

One page out line

- I. Introductions – group exercise**
- II. Overview of what the session will offer**
- III. Reasons to consider Position Descriptions - Goals**
 - a. Role clarification**
 - b. Skills/task fit**
 - c. Legal concerns**
 - d. Motivation/ Satisfaction check**
- IV. Description development**
 - a. What tasks to achieve what goals**
 - b. Where will the work take place**
 - c. When/How often will the time be needed**
 - d. Who will help develop the description and supervise**
- V. Needed conversations**
 - a. Initial visit/Phone call**
 - b. Orientation**
 - c. First Day**
 - d. Warning signs-what position descriptions do not provide**
- VI. Closing – putting it all together**