Introduction to Volunteer Management
NTPT6204

Course Outline

Description:

During this 4 week Online course, students will discuss how to effectively recruit, retain, and recognize volunteers. Learn the foundations for effective volunteer management. Identify areas in your own organization that require change implementation. Network with other volunteer managers in the community to share resources and best practices.

Topics:

- How appropriate volunteer management can support organizational goals
- Identifying who in our community volunteers and why
- Recruitment messaging to attract individuals to the organization
- Unique ways to recruit, retain and recognize community leaders

Course Objectives:

- To provide students with a general understanding of the Volunteer Management Life Cycle
- To explore the foundation of Job Design Theory
- To explore the different types of Volunteers
- To develop a working knowledge of the Guiding Principles of Volunteerism and Standards of Practice
- To acquire tools and strategies to effectively create a volunteer recruitment message and develop a volunteer job posting (match to volunteer role)

Text:

There is no text for this course, materials/links to resources will be provided each week in "Lessons".

Evaluation: This is a graded course where a complete or incomplete will be issued. In order to receive a completion for this course, a student must:

1. Attend Zoom sessions/actively engage (attending 3 of 4 Zoom Sessions is required)
2. Develop/Revise a Volunteer Job Posting using Job Design Theory
3. Develop Recruitment Message for a Volunteer Role

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

This course outline is a sample only and is subject to change.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

How often will the Instructor communicate with me?

Communication will take place through OWL this includes: Weekly Announcements, Forum Discussions and the Message feature in OWL. In addition, we will connect weekly via **Zoom sessions.** Your Instructor is available before or after Zoom sessions, and an individual Zoom meeting can also be arranged.

Policy on Late Assignments:

It is expected that assignments will be handed in on time. Assignments will be accepted up until 2 days after the due date at which time a "0" (zero) will be recorded. This could result in a failure to successfully complete the course.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Western Digital Badge

If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

How do I hand in Assignments?
All assignments will be submitted electronically through OWL using the assignment tool or Forums. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor *arrive before the due date.* If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the Instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

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Western Continuing Studies

Course Schedule:

ACTIVITIES	SUPPORT MATERIALS
Welcome & Introductions **Course description and outcomes** **Expectations /Housekeeping** **Introduction to Volunteer Management** **Characteristics of the Canadian Volunteer** **Size and Scope** **Introduction to the Volunteer Management Life Cycle**	**Course Resources (link found in Lessons)** **Reading:** • The Canadian Code for Volunteer Involvement
Volunteer Management Life Cycle **Introduction to Job Design Theory** **Exploration of the specific types of Volunteer**	**Assignment #1 – refer to the Assignment Folder** • Revise an existing Volunteer Job Posting using tools learned this week **Reading:** • A Matter of Design – Job Design Theory • Bridging the Gap
Recruitment /Screening **Orientation & Training & Retention** **Recruitment Messaging**	**Reading:** • Bridging the Gap • The Canadian Code for Volunteer Involvement • The Screening Handbook **Assignment #2** Recruitment Messaging – create a recruitment message using your revised Job Description from Assignment #1 Post your Job Description & Recruitment Message in your assigned Forum, Week 3
Support and Supervision **Evaluation & Recognition** **Additional Resources**	**Review your Peers Recruitment Messages, Forums – Week 3 –** provide feedback/suggestions/engage with your Peers Wrap – Up – Forums - Optional

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