

Effective Volunteer Management Course Curriculum

WELCOME

- Welcome to Effective Volunteer Management
- Literacy Support
- Course Dates and Curriculum
- Disclaimer
- Policy: Downloadable Content and Access to Materials
- Tuition Tax Credits - CRA Form T2202
- How to Use This Course
- Course User Guide
- On-Lesson Discussions

Module 1: Foundations of Volunteer Management

- Lesson 1: Insights into Nonprofit Organizations in Canada
- Lesson 2: Volunteer Statistics
- Lesson 3: Understanding the Motivations of Volunteers
- Lesson 4: Legal and Ethical Considerations in Volunteer Management
- Lesson 5: Volunteer Management Policies and Procedures Overview
- MODULE 1: QUIZ

Module 2: Defining and Valuing Volunteer Contributions

- Lesson 1: Valuing the Role of Volunteers
- Assignment #1: Sharing Your Nonprofit's Volunteer Value Statement
- Lesson 2: Volunteer Needs Assessment
- Lesson 3: Volunteer Job Descriptions
- Lesson 4: Creating a Volunteer Job Description
- Lesson 5: Lesson 5: Unlock the Power of Diverse Volunteers
- MODULE 2: QUIZ

Module 3: Volunteer Recruitment

- Lesson 1: Volunteer Recruitment Strategy
- Lesson 2: Identifying Your Ideal Volunteer
- Lesson 3: Determining the Best Channels for Volunteer Recruitment
- Lesson 4: Channel Based on Generational Age Groups
- Lesson 5: The ABC Volunteer Recruitment Method
- Lesson 6: Creating a Volunteer Recruitment Message
- Lesson 7: Using AI to Help Create a Volunteer Recruitment Messages

- Lesson 8: Using Canva for Recruitment Marketing
- Assignment #2: Volunteer Recruitment Message
- Lesson 9: Volunteer Application Form
- Lesson 10: Volunteer Screening Process
- Lesson 11: Conducting Successful Interviews
- MODULE 3: QUIZ

Module 4: Onboarding, Orientation, and Training

- Lesson 1: Volunteer Onboarding
- Lesson 2: Volunteer Handbook
- Lesson 3: Online Tools for Creating Volunteer Flipbook/E-book
- Lesson 4: Volunteer Policies and Procedures
- Lesson 5: Volunteer Orientation
- Lesson 6: Volunteer Training
- Lesson 7: Developing Effective Training Content
- MODULE 4: QUIZ

Module 5: Supporting and Supervising Volunteers

- Lesson 1: Essential Skill and Knowledge for Volunteer Coordinators
- Lesson 2: Effective Communication
- Lesson 3: Making Volunteers Feel They Belong
- Lesson 4: Volunteer Engagement
- Lesson 5: Fostering Growth and Engagement Through Volunteer Feedback
- Lesson 6: Professional Volunteer Dismissal Practices
- MODULE 5: QUIZ

Module 6: Volunteer Retention and Recognition

- Lesson 1: Volunteer Retention and Recognition Overview
- Lesson 2: Understanding Why Volunteers Leave
- Lesson 3: Practical Tips to Improve Volunteer Retention
- Lesson 4: Volunteer Recognition
- MODULE 6: QUIZ

WRAP UP

- Closing: Volunteer Management Guidelines
- Reflection Assignment: Effective Volunteer Management
- Course Evaluation: CONGRATULATIONS!!!