



[www.newyorkersvolunteer.ny.gov](http://www.newyorkersvolunteer.ny.gov)

**NEW YORK STATE OFFICE OF NATIONAL & COMMUNITY SERVICE**

**2009 Regional Volunteer Management Summit**

Saratoga Hilton. Saratoga Springs New York

September 22 – 24, 2009

**Tuesday, September 22nd**

1:15 – 1:30 pm                      **Welcome**    **Saratoga 3**  
*Mark Walter, Executive Director*  
*New York State Office of National & Community Service*

**Training Overview**  
Wes Mo, Director of Volunteer Relations, New York Cares  
Whitney Hampton, Children's Program Manager, New York Cares

1:30 - 3:30 pm                      **Understanding Volunteering**    **Saratoga 3**  
  
*Participants will learn the elements of a successful volunteer program and learn characteristics of organizations that effectively engage volunteers*

**Planning Your Volunteering Program**    **Saratoga 3**  
  
*Participants will learn to conduct their own volunteer needs assessments, write a purpose statement for their program and determine appropriate roles for volunteers,*

3:30 – 3:45 pm                      Break

3:45 – 5:00 pm                      **Planning your Volunteering Program (Part 2)**    **Saratoga 3**



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#### Wednesday, September 23<sup>nd</sup>

8:45 – 10:15 am	<b>Recruiting and Placing Volunteers</b>	<b>Travers/Alabama</b>
	Wes Mo, Director of Volunteer Relations, New York Cares Whitney Hampton, Children's Program Manager, New York Cares	
	<i>Participants will learn to effectively recruit the appropriate volunteers and place them. Staff will also learn how to use position descriptions and discuss the importance of background checks.</i>	
10:15 – 10:30 am	Break	
10:30 am – 12:00 noon	<b>Training Volunteers</b>	
	<i>Participants will learn the importance of adequate orientation and ongoing training of volunteers</i>	
12:00 – 1:00 pm	<b>Lunch</b>	<b>High Rock</b>
1:00 – 2:30 pm	<b>Training Volunteers (continued)</b>	<b>Travers/Alabama</b>
2:30 – 2:45 pm	Break	
2:45 – 5:00 pm	<b>Successful Volunteer Supervision</b>	<b>Travers/Alabama</b>
	<i>Participants will learn some strategies for successful volunteer management and supervision.</i>	



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**Thursday, September 24th**

8:30 – 10:00 am

**Evaluating your Program**

**Saratoga 3**

Wes Mo, Director of Volunteer Relations, New York Cares  
Whitney Hampton, Children's Program Manager, New York Cares

*Participants will learn about collecting data, tracking outcomes, and using findings to improve programmatic activities. Staff will learn the benefits of recognizing volunteers for retention purposes as well as some strategies for recognizing volunteers.*

10:00 – 10:15 am

Break

10:15 am – 12:00 noon

**Continuation of Evaluating Your Program**

**Saratoga 3**