

# sign me up!

## REGISTRATION

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone/Day: \_\_\_\_\_

Phone/Evening: \_\_\_\_\_

Fax: \_\_\_\_\_

**Deadline for Registration  
SEPTEMBER 7, 2010**

Make checks payable to:  
*Volunteer Center of the Lehigh Valley*

Mail check with this form to:  
*Volunteer Center of the Lehigh Valley  
2121 City Line Road  
Bethlehem, Pennsylvania 18017*

Questions?  
Phone: 610-807-0336  
Fax: 610-807-0361  
Email: [jane@volunteerlv.org](mailto:jane@volunteerlv.org)



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Volunteer Center  
OF THE LEHIGH VALLEY

2121 City Line Road  
Bethlehem, PA  
18017



Volunteer Center  
OF THE LEHIGH VALLEY

Fall 2010

# VOLUNTEER PROGRAM MANAGEMENT SERIES

**Acquire the skills to  
meet the challenges  
of volunteer  
management in the  
21st century**

## information

### Who

New or experienced coordinators of volunteer programs or anyone interested in exploring a career in volunteer administration

### Where

Volunteer Center of the LV  
(located in the UGI Bldg., 2nd floor)  
2121 City Line Rd  
Bethlehem, PA 18017-2168

### When

A 6-week series every Thursday  
beginning September 16, 2 - 4:00 PM

### Program Leader

Jane Trotter, VP of Programs  
Volunteer Center of the LV  
610-807-0336

### Tuition

- VC Agency Members - \$120
  - Non - members - \$150
- Fee includes instruction and materials.  
(Group enrollment option-one person attending per class.)

Scholarship Offered by  
Society of Volunteer Administrators of  
the LV - for information or to  
apply call Naomi Pratt at  
610-691-5850

## program schedule

### WEEK ONE - September 16, 2010

- Contemporary trends and issues in volunteerism
- Laying a foundation for an effective volunteer program

### WEEK TWO - September 23, 2010

- Volunteer job descriptions - the basis for successful volunteer outcomes
- Maximizing success in recruitment

### WEEK THREE - September 30, 2010

- Organizing and managing episodic volunteers

### WEEK FOUR - October 7, 2010

- The interview and screening process
- Managing the orientation and training of volunteers

### WEEK FIVE - October 14, 2010

- Managing risk in volunteer programs
- Recognition - a key to retention

### WEEK SIX - October 21, 2010

- Volunteer/staff relationships
- Wrap up

## guest speakers

### BETTY ANTON

Director of Volunteer Services  
Lehigh Valley Health Network

### BARBARA BURGER

Director of Volunteer Services  
St. Luke's Hospital  
& Health Network

### DAVID DYSON

VP of Sales and Marketing  
HMK Insurance

### MARSHA EICHELBERGER

Executive Director  
Sixth Street Shelter

### LINDA HAMILTON

Community Affairs Manager  
Crayola

### JANE TROTTER

Vice President of Programs  
Volunteer Center of LV