

AVRBC Employer's Information Package

Since its inception, AVRBC has been committed to establishing what makes Administrators of Volunteer Resources successful. To that end, we have developed some criteria for our Members and those who hire Administrators of Volunteer Resources.

If You Need Volunteers

You Need an Administrator of Volunteer Resources

An Administrator of Volunteer Resources

Qualifications of an administrator/manager/coordinator of volunteer resources

To effectively manage a volunteer program, an administrator must have a variety of talents and skills as well as educational background. The following qualifications are recognized by AVRBC as important to ensure that the person has the skills necessary to run an effective and well-managed volunteer program.

- Post-secondary degree or certificate in Volunteer Management or equivalent experience
 - Significant managerial and administrative experience
 - Experience in human resource management, communications and public relations
 - Demonstrated program development and leadership skills
 - Awareness of risk management issues as they pertain to volunteers and clients
 - Ability to train, motivate and supervise volunteers and staff
 - Demonstrated experience as a volunteer in the community
 - A strong belief in the principles of volunteerism, both practical and philosophical
 - Familiarity with the community and local resources
 - Commitment to ongoing professional development
 - Membership in one or more relevant professional associations
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Reap the Benefits... AVRBC recommends the following job description for an administrator, coordinator or manager of volunteer resources:

Job Title

Director, manager, administrator or coordinator of volunteers, volunteer resources or volunteer programs

Function

To organize and manage volunteers in various programs that contribute to the benefits and services offered to clients of the organization

Administrative Structure

A designated department of volunteer resources should be an integral part of the organization, reporting to senior management or the executive director. This department should have the staffing and budget to adequately support the volunteer requirements of the organization.

Duties and responsibilities

1. Develop, implement, coordinate and evaluate volunteer programs within the organization.
2. Establish and maintain sound volunteer policy and procedures within the goals and risk management standards of the organization. Review and revise as required.
3. Ensure that the position description and other written materials to guide volunteers are current and distributed.
4. Ensure coordination of recruitment, interviewing, screening, orientation, placement, training, supervision, evaluation and recognition of all volunteers.
5. Ensure that all volunteers receive adequate and ongoing training and support to enable them to carry out the responsibilities of their assignment.
6. Orient, train and supervise volunteer department staff and other staff working with volunteers.
7. Schedule and/or attend volunteer and staff meetings as required.