

United Way's Volunteer Center of Atlantic County has a long history of helping organizations to recruit, refer, retain and better utilize volunteers through volunteer management practices.

Through our participation with the Atlantic Cape Safe You Partnership we are now delivering topical and relevant training in volunteer program development, recruitment, management and related issues. We are also offering organizational sustainability, workshops addressing the issues of non-profit management, grantseeking, grantwriting, and capacity building.

The Atlantic Cape Safe Youth Partnership (ACSYP) is a collaborative project of The Richard Stockton College of New Jersey and Atlantic Cape Community College. The project is funded by a grant from the Department of Health and Human Services, Administration for Children and Families, Compassion Capital Fund Communities Empowering Youth program.



A major component of this endeavor is the ***Volunteer Management Training Series***. The curriculum was developed by the Points of Light Foundation nationally recognized as the leader in volunteerism and the Volunteer Center National Network. The series consists of 5 courses on organizing and implementing a volunteer program in a non-profit or governmental organization. The 30 hours of instruction, delivered by veteran volunteer managers, will prepare you to develop and implement a new volunteer program or improve and strengthen an existing one. It is open to Volunteer Directors, Board Members, Advisory Council members, or anyone interested in building capacity for effective volunteering.

Planning A Volunteer Program

- Conducting basic needs assessments
- Creating volunteer position descriptions
- Developing a purpose statement, policies and budget

Recruiting & Placing Volunteers

- Developing volunteer recruitment strategies and messages
- Accessing underutilized volunteers
- Interviewing volunteers for optimal placement

Orienting & Training Volunteers

- Identifying training needs
- Building a training session
- Effective training delivery

Supervising Volunteers

- Defining and communicating expectations
- Supervising and recognizing people with different motivations
- Developing a recognition plan

Evaluating a Volunteer Program

- Deciding what to evaluate
- Assessing volunteer satisfaction, management and outcomes
- Using evaluation information

What's Included?

- Participant workbook, handouts, and resources
- Individual and group activities
- Opportunities to interact with colleagues from other organizations
- Certificate of completion

For information or to enroll, please contact Elizabeth Bekete at 609-404-4483 ext. 22 or email lbekete@unitedwayac.org

United Way's Volunteer Center of Atlantic County is a member of the [Points of Light Foundation](#), a nonprofit nonpartisan national organization that works in partnership with the national network of approximately 500 Volunteer Centers across the country to engage more people more effectively in volunteer service to address serious social issues.



Library

Nonprofit organizations and other grantseekers in Atlantic and Cape May Counties looking for funding sources now have access to a valuable new

collection of resources at the Community Resource Library, located at the offices of United Way of Atlantic County in Galloway. The Library has become a *Cooperating Collection* of the *Foundation Center of New York*. The Foundation Center is the nation's leading authority on organized philanthropy, serving grantmakers, researchers, policymakers, the media, and the general public.

Cooperating Collections provide underserved populations in need of vital information and training with the tools they can use to become successful grantseekers. Cooperating Collections offer access free of charge to the Library's detailed information on grantmakers and how to apply for grants. The Library's core collection includes *The Foundation Directory Online*, profiling more than 80,000 U.S. grantmakers, *Foundation Grants to Individuals Online*, print directories, and proposal writing guides.

United Way of Atlantic County maintains one of the local collections with resources on foundation, corporate, and government funding, non-grant fundraising, grantsmanship, proposal writing, and nonprofit management. United Way's Community Resource Library is open to the public Monday- Friday from 8:30am -4:30pm. For more information call 609-404-4483.



Grant Assistance

The Volunteer Center will also offer a Grantseeking Basics workshop where a director of the Foundation Center will provide:

- An overview of the process of grantseeking from foundations and corporations
- Tips on vital information that must be included in your grant application
- A demonstration of the Center's database of funders, available free at United Way
- A brief look at resources for grantseekers available at the Foundation Center's website

Any 501(c)(3) not-for-profit organization that rely on grants would benefit from this valuable training.