

Mentoring Meets Volunteer Manager

Presented by:
Mentoring Team
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1

Overview of Opportunity



- Goals for 2012
 - Increase membership by 5%
 - Implement Volunteer Management Resource Book
- Guideline Book for Mentoring Program was introduced at Admin conference in January
- Combined material from both books to teach/implement and to reach these goals
- Grant money available to solicit units interested in actively pursuing a Volunteer Manager and feel they do not have anyone to step into this role.

2

What is Volunteer Management?

- Definition of management – making the most effective and efficient use of resources in order to achieve your goals
- People/volunteer management – ensures that everyone involved helps the organization to achieve its goals in the most effective way possible
- Resources needed to succeed:
 - Monetary assets
 - Property/Equipment
 - People/members



3

What Does a Volunteer Manager Do?

- Attracts the right volunteers – matching the right opportunity with the right volunteer
- Knows what motivates volunteers
- Knows how to recruit volunteers
- Knows how to keep volunteers



4

How Can a Volunteer Manager Benefit Your Unit?

- Increase membership
 - Turn parents/volunteers into members
 - Reach out in the community for volunteer opportunities thereby promoting Sokol and attracting new members
- Free up time/create time
 - By finding volunteers to do non-technical tasks
 - With 'new found' time, leaders can introduce new ideas/activities
- Expand/explore new fundraising opportunities
 - Increase money into the unit to run new programs, buy new equipment, maintain facility, hire staff

5



How Else Can This Be a Benefit to Your Unit?

6

ARE YOU READY TO TAKE YOUR UNIT TO THE NEXT LEVEL!!



Let the American Sokol Mentoring Team Come
to the RESCUE!



HERE'S HOW!

7

Unit/National Team Effort How Can a Unit Do This?

- Take time to understand the value of having a volunteer manager in your unit.
- Look at how having a volunteer manager could have benefitted you in the past.
- Discuss concerns/questions with the Mentoring Team
- Complete and submit the application



8

Unit/National Team Effort What Will the Unit Receive?

- Help in creating an Action Plan
- Assistance in identifying possible protégés for the Volunteer Manager position
- Help unit develop a way to communicate the opportunity to members, parents and/or others
- Assistance from Mentoring Team to mentor your candidate for the volunteer manager position

9

Help!

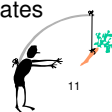


How else can we help?

10

Unit/National Team Effort Characteristics for the right Protégé?

- Understands and is passionate about Sokol
- Team player
- Empowering individual
- Good public relation skills
- People person – understands what motivates individuals.



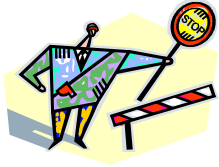
11

Unit/National Team Effort What Will Unit Be Responsible For?

- Support the mentoring process as well as the Volunteer Manager program
- Support the Volunteer Manager
- Work with the Mentoring Team to develop an Action Plan
- Report on progress, concerns and issues in a timely manner
- Agree to complete the process as well as continuing the Volunteer Manager position for at least one year

12

Roadblocks



What roadblocks do you anticipate?

13

APPLICATION FOR THE MENTORING PROGRAM FOR A VOLUNTEER MANAGER POSITION

Sokol _____ would like to submit this
(Unit name) application for consideration
to become part of the Mentoring Program for development of a Volunteer
Manager Position. It is understood that once our unit is accepted for this
project, a person from the Mentoring Team will be assigned to our unit to begin
this process. It will then be the responsibility of the Unit and Mentor to meet to
develop your Action Plan and provide updated results.

Unit selection will be based on the following criteria:

- Consideration given to membership numbers (2010-2012)
- Consideration given to classes/programs being held and participant numbers
- Consideration given to number of events/activities currently scheduled
- Consideration given to new ideas and "out of box" thinking

14

APPLICATION

CONTINUED

Please use the following questions to explain why your unit should be selected:

- Based on your numbers & activities (please indicate these specifics) how many volunteers do you use now?
- How does your unit recruit volunteers now?
- How did your unit decide to apply for this program?
- What do you hope to achieve by having a Volunteer Manager Position?
- Do you already have a list of individuals in mind for this position or do you already have a specific person committed to taking on this Volunteer Manager Position?
- How does your unit hope to see future growth through the use of this Volunteer Manager Position?
- Do you have any other points, comments, etc. you would like us to consider when reviewing your application?
(If you require more space, please continue on a separate sheet)

Signed: _____ Unit President
Please return to aso@american-sokol.org no later than January 2, 2013

15

RESPONSIBILITIES FOR MENTORING FOR VOLUNTEER MANAGER PROGRAM

Below is a listing of the responsibilities for the various areas involved in this program for your review.

Mentoring Team's Responsibilities:

- Work with unit to develop Action Steps
- Assist in selection of Protégé for Volunteer Manager position
- Assist Protégé as he/she moves through the process
- Follow up with both Protégé and Unit representative(s) through 1st year of program
- Review and comment on progress reports

Protégé's Responsibilities:

- Understand role of a protégé as well as Volunteer Manager
- Work with Mentoring Team representative to develop their Mentoring Agreement and Action Plan
- Complete assignments and requests in a timely manner
- Agree to stay in the Volunteer Manager's position for at least one year after completion of mentoring process
- Provide documentation for future Volunteer Managers

16

RESPONSIBILITIES

continued

Unit's Responsibilities

- Active support of this mentoring process as well as Volunteer Manager Program
- Active support of Volunteer Manager
- Work with Mentoring Team representative to develop Unit Action Plan
- Timely and accurate reports on progress, concerns, issues
- Agreement to completion of this process as well as continuance of Volunteer Manager position for at least one year

Upon acceptance of the unit(s) into this program, a formal Terms and Conditions form will be distributed for acceptance and signature.

17

Questions? Discussion?

***With a Volunteer Manager -- Your Unit's
volunteer base will grow...and so will
your Unit!***

ACT NOW & APPLY TODAY!!



18