

Volunteer Management: What Extension Can Do to Ensure the Rewards are Greater than the Risks of Having Volunteers

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Introductions:

- Name, Title, State
- How consistent do you feel your organization is in terms of training, policies and procedures for Extension volunteers? (Use a scale of 1-10 with “10” being the highest.)
- Do you have a position dedicated to volunteer development? If yes, is it specific to 4-H or for all program areas?

Agenda

- Creating a Volunteer Development Position
- Forming a Volunteer Advisory Committee
- Writing a Policy Manual for Extension Staff
- Small group Discussions
- Orientation Video for Extension Volunteers
- Fun with Forms
- Exploring Money Handling- Best Practices
- Closing and Checking Out

Extension Educator for Volunteer Development

How the position came to be...

Primary work:

1. Build capacity for Extension staff and the organization.
2. Work with volunteers directly to provide training.
3. Be a resource to other non-profit organizations who engage volunteers.



Establishing the Volunteer Advisory Committee

The Policy Manual for Extension Staff Who Work
with Volunteers....

So why is THAT important?

Definition of an Extension Volunteer:

- Enrolled or registered
- Provided with orientation and/or training
- Involved in activity or event approved by Extension staff

Writing a Policy Manual

[Policy Manual for Extension Staff Who Work with Volunteers](#)

Small Group Discussion:

Share your state's structure and resources-

1. How does this compare to what UMaine Extension is doing?
2. What benefits and challenges do you see with these systems?

Consistent Orientation for Extension Volunteers

[Web-based Orientation for Extension Volunteers](#)

Fun with Forms

Code of Conduct

Release of Assumption of Risk

Risk Management and Event

Planning

Money Management Guidance for Extension Volunteers

What guidelines do ***you*** have in place for
volunteers?

Wrap Up

Any Questions?

Name one thing you found beneficial and/or plan to share when you return home to your state.

Based on what you heard in this presentation...NOW...how consistent do you feel your organization is in terms of training, policies and procedures for Extension volunteers? (Use a scale of 1-10 with “10” being the highest.)