

Recruiting & Managing Your Volunteers Effectively



Monday, November 2, 2009

10:00 am – 3:00 pm

East Greenbush Community Library (East Greenbush, NY)

Engaging volunteers in libraries is a credible way of enhancing the delivery of library services. Volunteers in libraries present new challenges.

Essential to meeting these challenges are planning, commitment, supervision and training. Trustees, management and staff must recognize the value of volunteers and develop systems and processes that allow these benefits to flourish.

This workshop will provide tools and information libraries can use to

- Develop policy
- Design volunteers position guides
- Structure interviewing and placement processes
- Develop training and orientation processes for volunteers
- Provide sound supervisory strategies
- Develop ongoing recognition of volunteer

Who should attend?

- Library Directors
- Library Trustees
- Library System Directors
- Administrators
- Librarians
- Customer Service Providers

About the Presenter:

Peggy Wadsworth is a Certified Volunteer Administrator, a national certification, who coordinated the volunteer program at the Chester County Library, Exton, Pennsylvania from 1991-2008. She currently is the Training Coordinator of the Chester County Library System. She holds a post graduate degree in Administration with a concentration in Training and Development. She has provided consulting guidance for many nonprofits regarding engaging volunteers in their organizations.

Peggy recognizes that the achievement of library goals is best served by the active participation of citizens of the community. To this end she encourages the involvement of volunteers at all levels of the library with appropriate and proper organizational structure and processes in place. Peggy also recognizes that just because a person offers to volunteer does not necessarily mean that he/she will be a good fit for your library and it is important to have the right person for the right volunteer position.

Program Schedule:

9:30 AM - 10:00 AM	Registration
10:00 AM - 12:00 PM	Program
12:00 PM - 1:00 PM	Lunch (on own)
1:00 PM - 3:00 PM	Program

New York Library Association

6021 State Farm Rd, Guilderland, NY
12084 / Phone: 800-252-6952
info@nyla.org / www.nyla.org

Participants will receive 0.4 CE Units.

Registration:

Preregistration is required. Space is limited. To register, return the attached form by mail, fax or e-mail. Registration is completed when your payment arrives at NYLA. You will be contacted by NYLA only if the workshop is filled. Registration deadline: 14 days before date of Institute.

Refund Policy:

Written requests for NYLA Institute refunds must be postmarked 14 days before the day of the Institute for which you are registered. A processing fee of \$15 will be deducted from the amount refunded. After the deadline, refunds will only be issued in the form of credits toward the NYLA conference or Institutes held before the end of the next calendar year. Credits are nontransferable.

Lunch Options:

- select from takeout menu for lunchtime delivery, choice of sandwiches & salads (\$5 - \$8)
- bring your own (fridge and microwave available)

Location Information:

East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061
www.eastgreenbushlibrary.org

Driving Directions:

The library is located off exit 9 of Interstate 90.

- Coming from the WEST take I-90 E to Exit 9. At the end of the exit turn right onto Route 4 South. At first light turn left onto Route 151 East (Luther Rd). Turn right onto Michael Rd. Library will be on your right.

- Coming from the EAST take I-90 W to Exit 9. At the end of the exit turn left onto Route 4 South. Follow remaining directions above.

The library can also be reached from Routes 9 & 20.

- Coming from the WEST take 9 & 20 E. Turn left onto Route 4. Follow remaining directions above.

- Coming from the EAST take 9 & 20 W. Turn right onto Route 4. Follow remaining directions above.

Recruit & Manage Volunteer 11/2/2009 - East Greenbush, NY

Name:		
Organization:		
Address:		
City:	State:	Zipcode:
Daytime Phone:()	Fax: ()	
E-mail:		
Rates & Payment		
<input type="checkbox"/> NYLA Member	\$85.00	<input type="checkbox"/> Check (Payable to NYLA)
<input type="checkbox"/> Non-Member	\$120.00	<input type="checkbox"/> Purchase Order
<input type="checkbox"/> First Time Member (\$25 dues - Program Free)	\$110.00	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover
<input type="checkbox"/> Renewing Member - Contact NYLA Office		Card #:
Total Due:		Expiration Date: /
		Signature:

Return form with payment to: New York Library Association, 6021 State Farm Rd, Guilderland, NY 12084
Fax: 518-427-1697 Questions? Call 800-252-6952 or e-mail info@nyla.org