



### **Conestoga College Volunteer Management Certificate Program: #1239**

The Volunteer Management Certificate Program provides students from across Canada with the knowledge, resources and tools to be an effective, creative, and inspiring manager of volunteers. The program can be completed fully on line within a year. Graduates receive a Conestoga College certificate.

This national program is offered in partnership with the Volunteer Management Professionals of Canada (VMPC). The courses align with the accepted professional and program standards established by the Volunteer Management Professionals of Canada, Volunteer Canada, and the National Occupational Standards.

The next program runs September through June. There are three consecutive courses, each 12 weeks long and 42 hours in length. Students complete one module per week at a time and location that is convenient for them. In addition, we offer six online virtual classroom meetings per course for networking, discussions, and extra support.

Students receive up-to-date professional information along with the resources and the tools necessary to develop and implement best practices. Using a unique portfolio approach, students create a customized and comprehensive set of tools and resources for their organization.

Instead of tests or research papers, students develop policies and procedures, position descriptions, risk assessment tools, volunteer applications, marketing and recruitment plans, structured interviews, orientation sessions, supervision and support strategies, recognition events, strategic plans, and program evaluation tools.

The program is ideal for anyone who works with volunteers, from faith-based organizations to community centres to hospitals or municipalities. The skills are highly transferable for supervisory or leadership roles. It provides a foundation for individuals wishing to pursue a CVA designation in Volunteer Administration.

If you are trying to budget, each course will be approximately \$340.00. There are two textbooks, the hard copy is approximately \$110 and the E Books approximately \$40. The two textbooks are used for the entire program. All of the other reading resources are provided. There is a \$30 registration fee.

**Approximate Cost for the Program - \$1200**

**Program Name:** Volunteer Management Certificate Program

**Program Code:** #1239

**Program Start:** September 2020

**Program Courses:**

Course Code	Course Name	Course Dates	Cost per Course
<b>VOLM1101</b>	Volunteer Management Foundations	September 14, 2020 to December 6, 2020	\$340.00
<b>VOLM1111</b>	Volunteer Management Core Skills	January 4, 2021 to March 28, 2021	\$340.00
<b>VOLM1121</b>	Volunteer Management Applications	April 5, 2021 to June 27, 2021	\$340.00

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