



Volunteer Management 101/201 Trainer - Position Description

Assignment Title	Volunteer Management Trainer
Position Overview and Impact	<p>NOVAA is accepting applications for Volunteer Management trainers to present NOVAA's Volunteer Management 101 and 201 curriculum. As a result of becoming a NOVAA trainer, you will gain exposure and experience as a trainer with one of the leading volunteer administrators associations in the United States.</p> <p>Qualified trainers will use NOVAA's approved curriculum, but also should be skilled at sharing their own stories and offering personalized training for participants. Trainers teach to multiple learning styles, making the daylong training engaging for all. Trainers will be paired with another trainer for the Volunteer Management training, and must be skilled at co-facilitating and sharing in the delivery of the training.</p>
Time Commitment	Approximately 1-3 eight-hour training events per year, plus training time.
Duties	<p>The trainer will utilize NOVAA's proprietary curriculum and present formal, day-long trainings -- Volunteer Management 101 and/or 201 -- to registered NOVAA members, non-members, and on occasion, to outside organizations.</p> <p>The trainings are conducted at various locations within the Portland Metro area, usually over an eight-hour time span. The Volunteer Management Trainer will deliver a high-caliber presentation, using printed, online, and Google Slides materials developed by NOVAA.</p> <p>These presentations will introduce the basics of Volunteer Management, including recruitment, retention, and recognition, and may include subjects relative to volunteer management (i.e., risk management, volunteer data management, creating position descriptions, and developing a program plan).</p> <p>The trainer will train to multiple learning styles, using NOVAA's curriculum, their own experiences, and established activities to deliver an engaging training. NOVAA offers a limited amount of flexibility to update the training to meet the personal preferences of the trainer as long as it maintains best-practices in volunteer management and training.</p> <p>The trainer will work with a co-trainer, trading off sections of the workshop. The trainer will also be responsible for assisting in setup and teardown of the training, including but not limited to: assembling the chairs and tables of the training space, and accepting delivery of food and beverages. When possible, NOVAA will provide a volunteer to minimize these duties.</p>

Qualifications	<p><i>Required:</i> Minimum 5 years experience managing volunteers and/or developing volunteer programs, with progressive levels of experience in nonprofit organizations.</p> <p>Excellent presentation and communication skills.</p> <p>Experience in delivering presentations and group trainings</p> <p><i>Preferred:</i> Certification in Volunteer Administration (CVA)</p>
Training	NOVAA Volunteer Management 101 & 201
Payment	Trainers enter into a contract with NOVAA for each individual training event. NOVAA's current training rate is \$350 per training.
Process to become a NOVAA Trainer	<ol style="list-style-type: none"> 1. Complete the application 2. Present at a Learning Community 3. (optional) Attend a VM 101 and 201 to see the training 4. (optional) Attend a Train the Trainer session 5. Present part of the VM 101 or 201 training to the NOVAA-designated approver <p>At every step of the process, NOVAA retains the right to end an applicant's participation in the training process. Completion of the training process does not guarantee the trainer will be selected for a training, but every effort will be made to equitably share training opportunities amongst qualified NOVAA trainers.</p>