

Q1. Professional Development Narratives – North Central Region

Subject Area #10: Volunteer Development

Practices and strategies that help volunteers grow and improve, both personally and professionally. While managing volunteers requires time and resources to sustain, volunteer programs can also bring resources into the organization.

Q2. Which state do you represent?

- Illinois
- Indiana
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin
- Other:

Q3. Please provide your name.

First Name

Christine

Last Name

Heverly

Q4. Please provide your email address

sisungch@msu.edu

Q5. Provide a brief description of the professional development program that addresses Volunteer Development. [Less than 250 words.]

*If you do not offer training on Volunteer Development, please state that here, and return the survey.

Do you screen potential adult volunteers? Do you know what you're looking for when you read those references and volunteer applications? What should you follow up on or maybe ask some additional questions about during the interview. The interview process is a critical part of the screening process and one of discovery. Join us for the opportunity to actively participate in a hands-on workshop focused on fine-tuning your skills for interviewing volunteers. Workshop participants will: Understand the importance of reviewing references and applications Discuss common interview challenges Discover the expectations the volunteer has for their experience Ask appropriate and relevant interview questions Identify potential "red flags" Learn to conduct effective interviews Get to know your volunteers

Q6. Please provide a title (or short one-sentence description) that can be used to identify the training.

Interviewing Potential Volunteers

Q7. Describe the intended audience for this training (e.g., is it part of on-boarding for all Extension staff, does it focus on staff with a certain level of experience, is it for specific program areas, are their elements designed for unique aspect of community/county-based educators versus state specialists, etc.). [Less than 100 words.]

All MSU Extension Staff who screen volunteers and process volunteers through the Volunteer Selection Process.

Q8. What are the core skills this training will instill in the audience? [Less than 250 words, and bulleted examples are encouraged.]

Understand the importance of reviewing references and applications Discuss common interview challenges Discover the expectations the volunteer has for their experience Ask appropriate and relevant interview questions Identify potential "red flags" Learn to conduct effective interviews Get to know your volunteers

Q9. Please check ALL key words that apply to this professional development opportunity.

- communication skills (personal/educator)
- communication skills (delivery programs)
- conflict (management/resolution)
- digital program delivery
- digital learning principles
- Diversity, Equity, Inclusion (DEI)
- evaluation
- facilitation
- goal setting
- leadership
- marketing
- mentorship
- needs assessments
- onboarding (included in general onboarding)

- orientation to CES (included in general onboarding)
- partners
- risk management
- reaching new audiences
- teaching skills/techniques
- volunteers (in delivering programs and teaching roles)
- volunteer (overall management and coordination)
- volunteer - systems
- other: [explain]

Q10. How is this training offered? [Check all that apply]

- Face-to-face / in person
- Live/interactive zoom/webinar (internet based, time-fixed, with the instructor)
- Asynchronous learning
- Other: Please describe:

Q11. Is this training open to other states/institutions?

- No
- Yes - How do other states/institutions access the training and describe any permissions that need to be obtained to utilize this training:

If other states are interested they would need to work with trainers of Christine Hevelry & Kristy Osterhouse

Q12. Is there a registration/tuition/fee to participants?

- No (please continue the survey)

● Yes - Please describe the cost per person and if there are differences for out-of-state participants.

Free for internal to MSU Extension,
external a fee would be charged.

Q13. Provide a website for additional information, if applicable.

Q14. Provide a name and contact information of someone who can answer questions about this training.

Christine Heverly sisungch @msu.edu

Location Data

Location: [\(42.9934, -84.1595\)](#)

Source: GeolIP Estimation

