**The Volunteer Management Certificate via OntarioLearn**

**Background Information**

Starting in September 2016, Sir Sandford Fleming College will offer The Volunteer Management Certificate through OntarioLearn. This means that 22 Colleges/Universities in Ontario now have this listed as part of their course offerings. SSFC will continue to ‘host’ the course and students can register via SSFC and will see a link to OntarioLearn. A great benefit of this new direction is that once the minimum number of students is met for the first course (10) it proceeds and even if the number drops students are guaranteed a completion of their courses. In the past, if the number fell below ten, courses were not offered and students were left to wait another year.

We hope that this will increase both the credibility and accessibility to students. Taught totally online, students can now complete their Certificate in 3 semesters. Each semester Foundations will be offered and is the mandatory first course; then Administration and Spectrum will be offered and students can take one or both at the same time; the Final Course: Applied Project can only be completed once the other 3 courses are taken.

The course uses both The National Occupational Standards for Managers of Volunteer Resources developed by the HR Council for the Nonprofit Sector and the text book Best of All by Linda Graff.

Donna Lockhart, Partner The Rethink Group and CVRM, is the Instructor for Foundations, Administration and Applied Project.

Sharon Hudson, is the Instructor for Spectrum of Engagement.

Registration is online starting July 4, 2016. Courses taken in order starting with Foundations.

**Volunteer Management Foundations  
Course Number: MGMT 61**

Develop the essential managerial skills to build an effective staff-volunteer team. You will gain an understanding of the planning and management functions that support and direct each step of a volunteer's cycle of involvement. You will also learn to use research solutions to address key issues in engaging volunteers. A self-assessment tool will give you a greater understanding of your own managerial strengths and challenges.

<http://flemingcollege.ca/continuing-education/courses/volunteer-management-foundations/008838>

**Volunteer Management - Spectrum of Engagement  
Course Number: MGMT 62**

It takes great leadership to keep volunteers engaged effectively. Gain the skills to manage volunteers throughout their volunteer commitment. You will discover strategies for every facet of the volunteer cycle, including pre-recruitment planning, supervision, performance evaluation, recognition and risk management. The National Occupational Standards for Managers of Volunteer Resources developed by the HR Council for the Nonprofit Sector will be used as a reference. Prerequisite: MGMT 61 Vol. Mgmt Foundations

<http://flemingcollege.ca/continuing-education/courses/volunteer-management-spectrum-of-engagement/008839>

**Volunteer Management - Administration  
Course Number: MGMT 63**

An effective manager of volunteers needs a "kit bag of tools" to acquire, support and maintain the engagement of volunteers. Most of these tools are administrative in nature and may involve developing a process for enlisting volunteers. This course will help you understand the support system behind volunteer engagement; whether it be the use and application of software programs; the development of policies & procedures; creating a budget; resolving conflict or creating your own filing system/templates of forms. Course 3 explores these, along with the role that associations (local, provincial and national) play in supporting your continued path of professional development. Prerequisite: MGMT 61 Vol Mgmt Foundations.

<http://flemingcollege.ca/continuing-education/courses/volunteer-management-administration/008840>

**Applied Project: FLFP 95**

In this capstone course, you will put the theory of previous courses into practice by completing a project focused on volunteer engagement. Students will select from two options; an evaluation of their current volunteer practices or a research focused project. Both options will have direct application to their current work. Students not working in the field, can choose a project or research topic that benefits another organization which engages volunteers. Pre-requisite: Volunteer Management Foundations, Spectrum of Engagement and Administration. Course not posted yet.