



# Course manual

## Module 4: The Professional Level

### Course 2: The Volunteer Management Profession(al)

#### Position of course in program

	M1 Individual Level	M2 Organisational Level	M3 Societal Level	M4 Professional Level
Course 1	Who is a volunteer, Volunteer resources, volunteer antecedents	Diversity of volunteer-involving organisations in theory and practice	The value of volunteering	The ethics of volunteer management
Course 2	Motivations to volunteer	Quality volunteering with inclusion dimension	Legitimacy of volunteering in society	<b><u>The volunteer management profession(al)</u></b>
Course 3	Volunteering throughout life	Recruiting, training, and retaining volunteers (advanced)	Volunteering infrastructure and ecosystem	The reflective volunteer manager

This course is in a way a culmination of all the other courses. Students by now know almost all building blocks of good volunteer management and where it is applicable. Along with the rest of the professional level, it focuses on those who partake in volunteer management as professionals.

#### Course description

In this course, we focus on volunteer management from the point of view of professionals. This involves examining the volunteer manager as a professional and position, but also involves taking a step back. Not only volunteer managers encounter volunteer management. This is likewise the

territory of program managers, policy makers, grant writers, board members etc. To provide a comprehensive image, we focus on the breadth of positions that benefit from learning about volunteer management. Additionally, volunteer management is relevant for various types of organisations, government organisations such as municipalities, and for organisations such as volunteer centres, foundations, on top of volunteer involving organisations.

During the course we will discuss questions like:

- How are current developments in volunteer management affecting the volunteer management profession?
- How is the demand for volunteer management evolving over time?
- What positions are interesting and relevant to students with knowledge of volunteer management?
- How can someone gauge and act upon career opportunities involving volunteer management?

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## Learning objectives

After this course the student should be able to:

1. **Understand** the position of the volunteer manager and the usefulness of volunteer management expertise in contemporary society.
2. **Understand** the historical and current developments around volunteer management (adjacent) professions.
3. **Leverage** their personal story and competency level to act on career opportunities in the volunteer management field.
4. **Evaluate** their own competency level and the desired competency profile of volunteer managers and adjacent positions.
5. **Devise** a personal story/ brand that combines ambitions with interest for volunteer management positions.

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## Session titles/topics

### Session 1: Introduction

Aim: Become acquainted with the course.

Key themes:

1. Course content.
2. Assessments and deadlines.
3. Reading list.
4. Course schedule.

## **Session 2: The volunteer manager as a professional and volunteer management as a field**

Aim: For students to become acquainted with the volunteer management field.

Key themes:

1. Historical and contemporary developments of volunteer management as a field.
2. The differences between contemporary paid and unpaid volunteer management.
3. The differences between typical volunteer manager positions between sectors.
4. The breadth of positions that involve volunteer management expertise.

## **Session 3: The volunteer manager's position in the organisation**

Aim: For students to understand the volunteer managers position within various types of organisations.

Key themes:

1. The relation of the volunteer manager's position to other positions within organisations.
2. Effectively dealing with relevant internal and external stakeholders to benefit good governance and professional legitimacy.
3. How volunteer managers are confronted and deal with issues of hierarchy.

## **Session 4: You as a volunteer management professional**

Aim: For students to develop a vision on their career and identity as a volunteer management professional.

Key themes:

1. Creating a personal brand and story.
2. The competences needed for good volunteer management.
3. Understanding one's own competency level.

## **Session 5: Career development**

Aim: Instil students with the practical knowhow to find, create and act upon career opportunities.

Key themes:

1. Finding and assessing job postings.
2. Planning for a career in volunteer management.

## **Session 6: Understanding sectors**

Aim: To learn from other student's their research into specific fields and positions.

Key themes:

1. Group project presentations.

## **Session 7: Closing**

Aim: An educative guest lecture from a volunteer management professional who comes to enlighten the students on their career.

## Assessment Matrix

Learning objectives per course (After following this course, the student is able to:)	Assessment formats				Total
	Individual formative	Individual Summative	Group Summative	Group Summative (presentation)	
<b>Understand</b> the position of the volunteer manager and the usefulness of volunteer management expertise in contemporary society.			X	X	
<b>Understand</b> the historical and current developments around volunteer management (adjacent) professions.			X	X	
<b>Apply</b> and leverage their personal story and competency level to act on career opportunities in the volunteer management field.	X	X			
<b>Evaluate</b> their own competency level and the desired competency profile of volunteer managers and adjacent positions.	X	X	X	X	
<b>Devise</b> a personal story/ brand that combines ambitions with interest for volunteer management positions.	X	X			
Weighting	20%	40%	40%	Pass/fail	100%
Form of examination (e.g. MC, Open ended questions, open-book, etc.)	Assignment	Preparation	Assignment	Presentation	
Group / Individual	Individual	Individual	Group	Group	

## Assessments

To evaluate the students, we use one formative and two summative assignments:

1. **Formative (individual):** Each week, students will write an entry in their personal development journal, based on the various topics that pass in the Sessions and through it, create their personal brand.
2. **Summative Create (individual):** Students will create a personal development plan for their future career.
3. **Summative Applied (group assignment):** Students will research a specific sector and / or position and create a report on the current developments and demand for volunteer management competencies. Students will also hold a final presentation on this with their group.

## Study hours breakdown

● Session preparation	6
● Contact hours (7 Sessions of 2 hours each)	14
● Individual assignment(s)	70
● Group assignment	50
	140 (5 ECTS)

## Teaching program

Session	Topic	Student preparation
1. Introduction	<ul style="list-style-type: none"> <li>● Introduction to the course, explanation of assignments, deadlines etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Read course manual.</li> </ul>
2.	<ul style="list-style-type: none"> <li>● Introduction to the volunteer manager position.</li> </ul>	<ul style="list-style-type: none"> <li>● Write first entry in personal development journal.</li> </ul>
3.	<ul style="list-style-type: none"> <li>● Country specific- and EU historical and current developments around good volunteer management competency demand.</li> </ul>	<ul style="list-style-type: none"> <li>● Form groups for group assignment.</li> <li>● Write second entry in personal development journal.</li> </ul>
4.	<ul style="list-style-type: none"> <li>● Personal professional development workshop</li> </ul>	<ul style="list-style-type: none"> <li>● Write third entry in personal development journal.</li> </ul>

5.	<ul style="list-style-type: none"> <li>• Career development workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Write fourth entry in personal development journal.</li> </ul>
6.	<ul style="list-style-type: none"> <li>• Group assignment presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Write fifth entry in personal development journal.</li> <li>• Prepare group project presentations.</li> </ul>
<b>7. Closing</b>	<ul style="list-style-type: none"> <li>•</li> <li>• Course closing</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare group project presentations.</li> </ul>