

Montgomery County Community College
 HSW 205
 Volunteer Administration
 3-3-0

COURSE DESCRIPTION:

This course examines the development and role of volunteerism in a profit-oriented society. Specifically, it is an in-depth exploration of the fundamentals of volunteer organizations and management from an administrative perspective. It is designed for those whose work brings them into contact with volunteers, the currently employed volunteer administrator and the student who will eventually be involved with volunteer management.

REQUISITES:

Previous Course Requirements

None

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Apply the principles and concepts of non-profit management.	Lecture Assigned Reading Case Study Based Discussion Sustainability Project Research Topic Supported by Service Learning Discussion	Exams/Quizzes Case Study Essays/Quizzes Required Component Needed for Portfolio-Building - Sustainability Project - Needs Assessment
2. Demonstrate how to plan, organize, and evaluate a volunteer program based on the needs of the organization, client base, and volunteers.	Lecture Assigned Reading Case Study Based Sustainability Project Discussion Research Topic Supported by Service Learning	Web-based Research Required Component Needed for Portfolio-Building - Sustainability Project - Needs Assessment Exams/Quizzes Case Study Essays/Quizzes

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Identify, analyze and question the principle conceptual issues in Volunteer Administration.	Assigned Reading Lecture AV/Multimedia Materials Case Study Based Discussion	Exams/Quizzes Case Study Essays/Quizzes Required Component Needed for Portfolio-Building - Needs Assessment
4. Identify the various components of Volunteer Administration with an appreciation of their global and multicultural nature.	Lecture Assigned Reading AV/Multimedia Materials Sustainability Project Discussion	Exams/Quizzes Required Component Needed for Portfolio-Building - Sustainability Project
5. Utilize the Ethical Standards of Human Service Professionals to address ethical issues in volunteer administration and non-profit management.	Lecture Case Study Based Discussion AV/Multimedia Materials	Case Study Essays/Quizzes Required Component Needed for Portfolio-Building - Needs Assessment
6. Recognize the nature and importance of the aesthetic within Volunteer Administration.	Lecture AV/Multimedia Materials Sustainability Project Discussion	Required Component Needed for Portfolio-Building - Sustainability Project
7. Demonstrate the use of the major technological tools available in volunteer administration and non-profit management.	Lecture AV/Multimedia Materials Sustainability Project Research Topic Supported by Service Learning Discussion	Required Component Needed for Portfolio-Building - Sustainability Project - Needs Assessment

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

SEQUENCE OF TOPICS:

1. Definitions
2. Managing, Planning, Organizing, Staffing, Directing, Controlling
3. Motivation
4. Organizational Climate
5. Planning and Evaluation
6. Designing Jobs and Recruiting

7. Interviewing and Placing Volunteers
8. Training: Designing Creative Learning Experiences
9. Communications
10. Putting It All Together

LEARNING MATERIALS:

Worth, M.J. (2012). *Nonprofit Management: Principles and Practice* (2nd ed.).
Los Angeles, CA: Sage Publications, Inc.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: C. Sodano, D. Creciun Date: 9/1995

Revised by: M. Rose, M.S.W., HS-BCP and Date: 9/13/2012
J. Jervis, MS, HS-BCP

VPAA/Provost or designee Compliance Verification: Date: 9/24/2012
Victoria L. Bastecki-Perez, Ed.D.

Revised by: Maureen B. Rose, M.S.W., HS-BCP Date: 12/18/2017

VPAA/Provost or designee Compliance Verification: Date: 1/10/2018



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.