

# Volunteer Recruitment & Retention Mini-Conference

- What:** Volunteer Recruitment and Retention Mini-Conference (Part 1)  
Co-Sponsored by the Minnesota Association for Volunteer Administration (MAVA)\*
- When:** Monday, December 14th from 10 AM - 4:30 PM
- Location:** Eagles Club, 917 15th Avenue SE, Rochester, MN 55902
- Cost:** \$30 per person (there is no charge for HFH-MN VISTAs)  
**Registration deadline is December 7, 2009**

**Description:** The mini-conference will follow the MAVA training curriculum, but will also incorporate Habitat for Humanity specific volunteer recruitment and retention needs. The full MAVA training series is composed of eight sessions covering a wide variety of volunteer management topics. We will be offering the following three modules at the mini-conference:

**Planning for Retention** Recruiting and training volunteers can be time-consuming. Learn what you can do to assess organizational readiness and work with staff to learn to delegate. You will also learn how to design top-notch volunteer position descriptions.

**Recruiting Volunteers** This module helps your organization describe and identify the kind of people who will be the right volunteers for you—and then develop ways to effectively reach potential volunteers with a compelling message.

**Positioning Your Volunteer Program for Success** Developing a successful volunteer program that contributes to your overall organization depends on a solid internal process and interaction with key management and staff. Learn how to “vision” your ideal volunteer program and build the internal relationships you need to make sure your volunteer program supports your organizational goals and is supported by your organization.

*\*About the Minnesota Association for Volunteer Administration (MAVA): Several hundred members strong, MAVA is the largest professional membership association for leaders of volunteers in the state of Minnesota. The MAVA Training Series is a peer-to-peer initiative in which MAVA members train their colleagues on the essential elements of leading volunteers. Based on curriculum from Betty Stallings and adapted by MAVA, the training series provides organizations of all kinds with the information they need to initiate, improve or re-energize their volunteer programs. For more information visit [www.mavanetwork.org](http://www.mavanetwork.org).*

## -----Registration Form-----

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Habitat Affiliate \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have any special dietary or other needs? If so, please explain: \_\_\_\_\_

**Registration Fee:** \$30 per person (no charge for VISTAs). Please make checks out to Habitat for Humanity of Minnesota. Please mail this form with your registration fee to:

**Habitat for Humanity of Minnesota**  
2401 Lowry Ave NE, #210, Minneapolis MN 55418

*Additional materials will be emailed to you upon registration (e.g., maps, agenda and hotel suggestions). Questions? If you have questions about the mini-conference, please feel free to contact Jenni at 877-804-3466 x 4 or email [jenni@hfhmn.org](mailto:jenni@hfhmn.org). Additional information is also available at: [www.hfhmn.org/HFHMN/training.html](http://www.hfhmn.org/HFHMN/training.html).*