

Ball State
Muncie, Indiana

SYLLABUS

Volunteer Program Supervision - EDAC 560

Pre-requisite:

EDAC 546 - or permission of instructor

Catalog Description:

A developmental and skill building course designed specifically for individuals with responsibilities for volunteer supervision. An experiential approach will be employed toward such skill development.

Purpose of the Course:

To provide practical and developmental experiences in the management of volunteer programs with special emphasis on development of skills and understandings.

For Whom the Course is Intended:

Persons with supervisory or managerial responsibility for volunteers or programs utilizing volunteers.

How Related to Other Courses:

This course provides an in-depth explanation of aspects of volunteer management which are introduced in EDAC 536 and EDAC 546 (Volunteers and Voluntarism)

Course Outline:

1. Voluntarism in the U.S. - an overview of the movement
2. Identification, recruitment, and selection of volunteers
3. Pre-service and in-service activities for volunteers
4. Motivation: intrinsic and extrinsic rewards for volunteers
5. Funding and budget development
6. Development of Leadership in voluntarism
7. Evaluation of volunteers and projects
8. The management of volunteers
9. Problems encountered in volunteer projects
10. Public Relations and Public support for the volunteer program
11. Competencies in voluntarism
12. The politics of voluntarism

Course Requirements:

1. Book reactions
2. Participation in small group discussions, simulation exercises, and sensitivity modules
3. Speakers and resource people from exemplary volunteer programs and related fields
4. Individual project reports as a basis for evaluation

- McGregor, Douglas. The Human Side of Enterprise. McGraw-Hill, 1960.
- ① National Council of Jewish Women. Recruiting Senior Volunteers. New York: National Council of Jewish Women, 1964.
- ① National Social Welfare Assembly, Inc. The Role of Voluntary Agencies in a Situation of Unemployment. January, 1958, New York.
- ① National Study Service. Use of Volunteers in Public Welfare. Report of a Study made for the New York City Department of Welfare. New York: Family Service Association of America, 1963.
- Osborn, Alex F. Applied Imagination. Charles Scribner's Sons, 1963.
- Reddin, W.J. Managerial Effectiveness. McGraw-Hill, Inc., 1970.
- ① Schindler-Rainman, Evan and Lippitt, Ronald. The Volunteer Community, Creative Use of Human Resources. NTL Learning Resources Corp., Washington, 1971.
- Schmidt, Warren H. Organizational Frontiers and Human Values. Belmont, CA: Wadsworth Publishing Co., Inc., 1970.
- Sherry, Paul H. (ed). The Journal of Current Social Issues, Voluntary Associations and Public Policy. Vol. 9, No. 6, Autumn, 1971.
- ① Tarkel, Studs. Working: People Talk about what They Do all Day and How They Feel about what They Do. Pantheon Books, 1974.
- ① U.S. Department of Labor Manpower Administration. Americans Volunteer. Manpower/Automation Research Monograph No. 10. Washington, D.C.: U.S. Government Printing Office, 1969.
- Voluntary Action News. National Organization for Women. December, 1974.
- Watson, Goodwin (ed). Concepts for Social Change, NTL, 1967.
- ① Worthington, Gladys. "Older Persons as Community Service Volunteers," Journal of Social Work, Vol. 8 (1963), No. 4, pp. 71-75.
- Wright, Charles R., and Hyman, Herbert H. "Voluntary Association Memberships of American Adults: Evidence from National Sample Surveys," American Sociological Review, Vol. 23 (1958), pp. 284-94.

EDAC 446/546 - VOLUNTEERS AND VOLUNTARISM

Bibliography

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- Berne, Eric. The Structure and Dynamics of Organizations and Groups. Grove Press, 1966.
- Biddle, William W. and Biddle, Louride J. The Community Development Process: The Rediscovery of Local Initiative. Holt, Rinehart and Winston, Inc., 1965.
- Corey, Stephen H. Helping Other People Change. Ohio State University Press, 1963.
- David, Anne. A Guide to Volunteer Services. New York: Cornerstone Library, 1970.
- Dyer, William G. Modern Theory and Method in Group Training. Washington, D.C.: NTL Learning Resources Corporation, 1972.
- Haber, William and Cohen, Wilbur J. Social Security: Programs, Problems and Policies. Richard D. Irwin Inc., 1960.
- Hagedorn, Robert and Labovitz, Sanford. "Participation in Community Associations by Occupation," American Sociological Review, Vol. 33 (1968), No. 2, pp. 272-283.
- Kaplan, Howard. Program Innovations in Community Agencies. The Hogg Foundation for Mental Health, 1970.
- Katz, Daniel, and Kahn, Robert. The Social Psychology of Organizations. New York: Wiley, 1966.
- The Governor's Ad Hoc Committee On Volunteer Programs. Volunteerism in the 70's. (A Report to Governor Daniel J. Evans), April 23, 1974.
- Lassay, William R. (ed). Leadership and Social Change. Iowa City, Iowa: University Associated Press, 1971.
- Lawrence, Paul and Lorsch, Joy. Developing Organizations: Diagnosis and Action. Addison-Wesley, 1969.
- Lippitt, Gordon L. Organization Renewal. New York: Appleton, Century, Crofts, 1969.
- Lippitt, Ronald, Watson, J. and Westley, Bruce. The Dynamics of Planned Change. New York: Harcourt Brace, 1958.