

What are the salary expectations

Salary levels for Administrators of Volunteer Resources vary according to their responsibilities and regional differences. Some factors to consider include: the number of volunteers in the organization, budget responsibilities, staff responsibilities single or multi site responsibilities, and the complexity of the volunteer program. CAVR has compiled sample position descriptions and recommended salary ranges to assist organizations determine appropriate salary levels.

Consider the Benefits

- A stronger profile for your organization.
- Improved capacity and flexibility for growth and development with a high return on investment.
- An engaged and productive volunteer force.
- Enhanced relationships within your organization between staff and volunteers.
- Increased opportunity to build community partnerships.

How to get in touch with us

If you would like more information about typical position descriptions and salary ranges, please contact:

CAVR Secretary
www.CAVR.org

CAVR acknowledges the assistance of the following professional associations in compiling this brochure:

Administrators of Volunteer Resources-BC (AVR-BC)

Alberta Directors of Volunteer Resources (ADVR)

Association des gestionnaires de ressources bénévoles du Québec – Secteur santé et services sociaux (AGRBQ)

Manitoba Association for Volunteer Administration (MAVA)

New-Brunswick Directors of Volunteers in Healthcare (NBDVH)

Newfoundland/Labrador Association of Volunteer Resources (NLAVR)

Professional Administrators of Volunteer Resources-Ontario (PAVR-O)

Volunteer Management Group – Edmonton (VMGE)

Volunteer Management Group of Saskatoon (VMGS)

Nova Scotia Administrators of Volunteer Resources (NSAVR)

La version française de ce dépliant est aussi disponible.



**If you have volunteers
or would like to,
Your organization needs...**

**Expertise
in the
Administration of
Volunteer Resources**

In your organization...

- Do volunteers contribute to your success?
- Do volunteers complement the work of your staff?
- Are volunteers motivated and committed to your cause?
- Do volunteers get appropriate recognition that encourages them to continue to give and helps them grow?
- Are volunteers always challenged to give their very best?

The answer to all of these questions could be “YES”, with the help of a Professional Administrator of Volunteer Resources.

What kind of skills and experience does your organization need?

Administrators of Volunteer Resources have a variety of skills and experience:

- Human Resources Management
- Public Relations/Marketing
- Communications
- Resource Development
- Community Development
- Training and Development
- Administration

How do I know that the person is qualified

Look for a person who ...

- Has a post secondary degree, diploma or certificate in Volunteer Resources Administration.
- Is a nationally Certified Administrator of Volunteer Resources (CAVR).
- Is actively involved in the profession locally, provincially and nationally.
- Demonstrates commitment to volunteerism.

Then assure yourself that he or she has the experience and leadership required to be successful in your organization in addition to the necessary managerial, volunteer resources, communication and computer skills.

What should I include in the position description

The position description of Administrators of Volunteer Resources varies with each organization. Small organizations often combine the responsibilities of the Administrator with other related functions. In larger organizations, there may be several staff with various levels of responsibility for the volunteer program, or with specialization in certain functions.

Typical Responsibilities

- Planning your volunteer program including assessing the needs, determining the potential to meet these needs through volunteer support, and designing volunteer assignments.
- Developing appropriate policies, procedures and applying national standards for the program.
- Developing effective marketing strategies to attract volunteers.
- Administering the volunteer program by screening, orientating, supervising, monitoring, evaluating and recognizing volunteers, as well as documenting all these activities appropriately.
- Educating and training staff to work with volunteers.
- Helping to ensure volunteers, clients, and the organization are as free from health, safety, and liability risks as possible.
- Fostering positive community relations through the development of partnerships and collaborations with community organizations.
- Evaluating the volunteer program and volunteers.
- Maintaining records of volunteer participation.