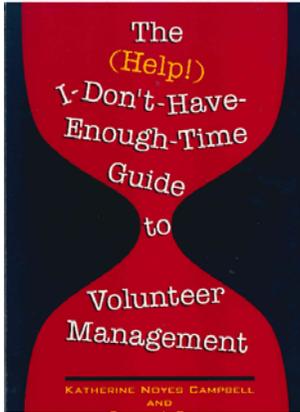


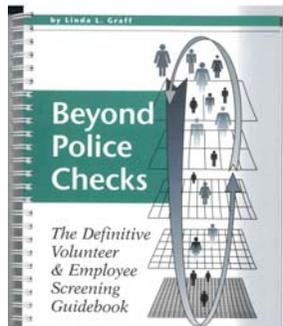
Volunteering Barossa & Light - Library Resources

The following books are available to borrow through Barossa Libraries



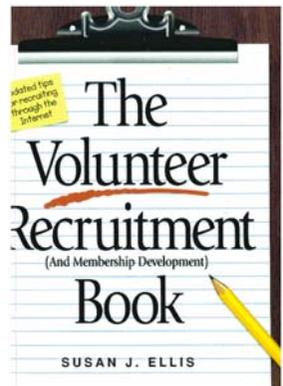
The (Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management by Katherine Noyes Campbell and Susan J. Ellis

Presents a step-by-step framework for creating a team approach to volunteer management. With this realistic, no-nonsense book, you'll learn how to map the boundaries of your job and clarify expectations; find administrative volunteers and put them to work in vital ways; and share ownership--and the work of the volunteer program with everyone in your organisation. Includes an appendix of electronic volunteerism resources.



Beyond Police Checks: The Definitive Volunteer & Employee Screening Guidebook by Linda Graff and Associates Inc

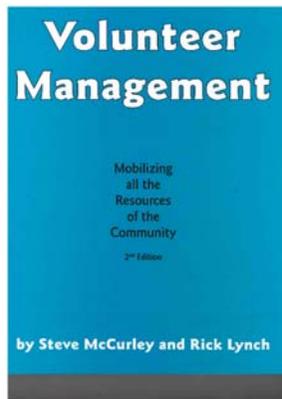
Linda Graff has done it again! Given us a definitive work on a sensitive but vital subject. Screening volunteers (and employees) was always an important part of the volunteer coordinator's job, but in today's climate of risk and liability, the stakes have risen considerably. In a clear, practical, and compelling way, Linda provides the reader with the rationale for initial screening and ongoing credential checks, models for developing screening processes, and a variety of screening tools--everything to raise your comfort level in dealing with applicants. Written in Canada, the book is truly applicable to any location because its emphasis is on protecting program participants rather than simply on meeting legal requirements. Was a best seller during Linda's Australian training tour in 2004.



The Volunteer Recruitment (And Membership Development) Book by Susan J. Ellis

Susan Ellis has literally crammed this book with every suggestion and recommendation on the subject of recruitment she has developed over her 20-plus years in the volunteer management field. The book first shows how to design the best assignments for volunteers as the initial step to recruit the most qualified people. What follows is a wealth of information on topics ranging from how your organisation's image affects your success in recruitment to where to look for new volunteers, including your own backyard. The Volunteer Recruitment Book also offers a whole chapter on membership development for all volunteer organisations, including how to get current members "off the rolls and on their feet."

The 2002 Appendix updates "Outreach in Cyberspace," explaining the Internet as a powerful recruitment tool. Learn how to make your own agency's Web site attract applicants, utilize online registries of volunteer opportunities well, and incorporate e-mail, listservs, and other Internet capabilities to target your search.

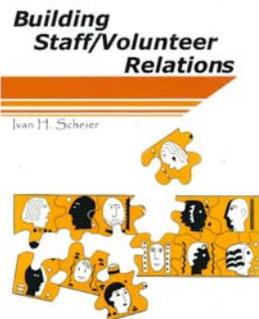


Volunteer Management: Mobilizing all the Resources of the Community 2nd Edition by Steve McCurley and Rick Lynch

For the first time, 'Volunteer Management: Mobilizing All the Resources of the Community' is available in Australia! This second and fully revised edition by leading US consultants and trainers Steve McCurley and Rick Lynch, has been the best selling volunteer management text in the USA and around the world since 1996.

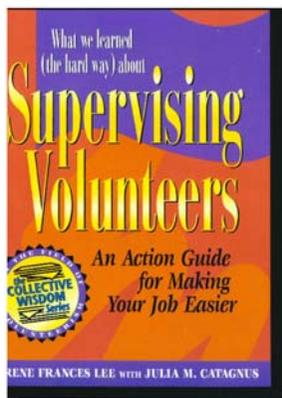
The book provides a thorough examination of every facet of a successful volunteer program, from planning and organizing through measuring effectiveness. It's the most-utilised text in the world on the theory and practice of managing a volunteer program. Volunteers can be an effective resource for program operation, both supplementing and extending the work of paid staff. This, however, requires the application of management principles different from those utilised in managing employees. Volunteer Management is not a book about managing "a program"; instead it focuses on the element of connecting volunteers with an organization, concentrating on those unique aspects of working effectively with staff who do not receive a monetary salary. In many ways the managerial expertise required to involve these unpaid employees is far more sophisticated than that required to work with paid ones.

Volunteer Management is designed to provide the new and the experienced volunteer program manager with both basic knowledge and state of the art information, based on the more than 50 years of experience the authors have acquired in their work with thousands of volunteer programs. Highlighted throughout are insightful quotes by practitioners and consultants in the field. There's also an extensive bibliography, resource list, sample volunteer management policies, and numerous forms and worksheets.



Building Staff/Volunteer Relations by Ivan H. Scheier

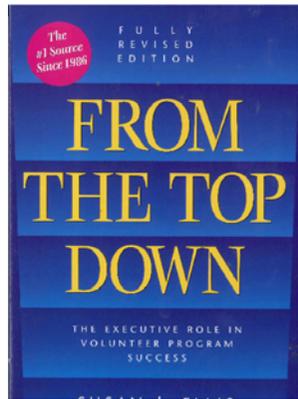
Helps employees and volunteers work together successfully by exploring the reasons for conflict between volunteers and employees. Scheier eases the all-too-common stresses of this relationship with a step-by-step process for analysing tasks and work preferences for both paid and unpaid staff. Offers a great number of creative and practical solutions. Contains lots of useful planning guides.



What we learned (the hard way) about Supervising Volunteers: An Action Guide for Making Your Job Easier by Jarene Frances Lee with Julia M. Catagnus

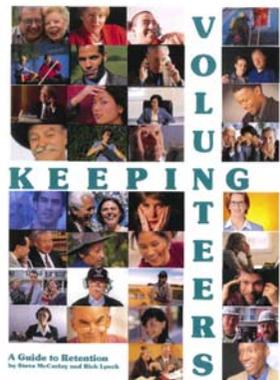
Packed with the advice, wisdom, and experience of over 85 real-life, on-the-job supervisors of volunteers, this guide offers a crystal clear analysis of what works and what doesn't in supervision. It also includes comments from volunteers about what they need from those who supervise them, as well as excerpts from classic articles and books by experts in the field and a self-assessment survey covering the attitudes and actions necessary to be an effective supervisor.

Energize, the publishers of this book, and OzVPM have always been aware that the hands-on experiences of individual volunteer administrators are rich with ideas and tips that can inspire others in the field. Supervising Volunteers is the first book in Energize's Collective Wisdom Series which attempts to facilitate the sharing of this valuable material.



From The Top Down: The Executive Role In Volunteer Program Success by Susan J. Ellis

The first and only book that addresses the top decision-maker's role in a volunteer program. It illuminates the issues necessary to facilitate volunteer program success, including developing a vision for volunteer involvement, addressing questions of policy, budgeting funds and other resources, staffing the volunteer program, assessing the impact of volunteer contributions, and dealing with legal, risk management, and insurance issues. While some of the legislative references are from North America, this book is still a critical 'must have' for volunteer management professionals in the Australasian region

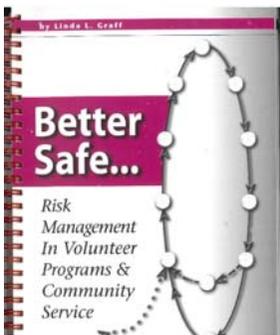


Keeping Volunteers: A Guide to Retention by Steve McCurley and Rick Lynch

Steve McCurley and Rick Lynch have once again provided a thoughtful, easy-to-read, and totally practical book on a subject of critical interest to every volunteer program manager. *Keeping Volunteers* focuses on demonstrated methods for enhancing volunteer retention and commitment. Effective volunteer programs of the future will worry more about maintaining the involvement of the volunteers they already have rather than waging continuous and expensive recruitment campaigns. Are you keeping volunteers engaged for the long haul?

Chapters cover the basic rules of retention, how to make volunteers feel special and part of a team, handling volunteer burnout, moving people from short-term to long-term service, and more – even how to *release* a volunteer from service!

Relying on hundreds of program experiences and studies from around the world, *Keeping Volunteers* is the first globally-based examination of effective techniques for ensuring that volunteers feel valued, recognised, and connected with the organisation's mission.

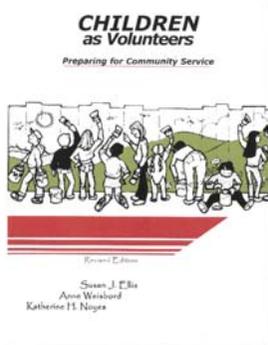


Better Safe.... Risk Management In Volunteer Programs & Community Service by Linda Graff and Associates Inc.

This book was a 'best seller' during Linda Graff's 2004 training tour of Australia. "Life is full of risks." This is how Linda Graff opens this exceptional new book in which she urges us to become conscious about risk management in our organisational lives. For over a decade, Linda has led workshops and written countless articles about risk management. Finally she has produced an essential source book for managers of volunteer and community service programs everywhere.

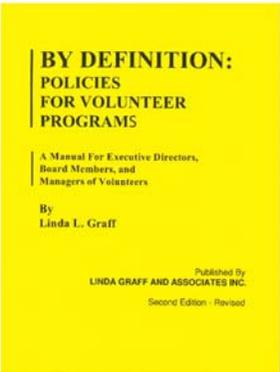
Better Safe first gives a broad overview of all the components of good risk management, including information on negligence, the elusive "standard of care," vicarious liability, and statutory obligations. Then Linda provides all the tools required to systematically examine and plan improvement of current practices -- tips, checklists, sample forms, and hundreds of time-saving, common sense, affordable strategies.

The book shares real-life case study examples and covers many of the special situations unique to volunteer involvement. There are diagnostic worksheets (in plain language), including a risk identification and impact matrix, a likelihood of occurrence rating scale, a magnitude of harm matrix, and a risk control planning worksheet. Risk management is often scary but always critical. Trust Linda to guide you step-by-step to a safe, aware volunteer program.



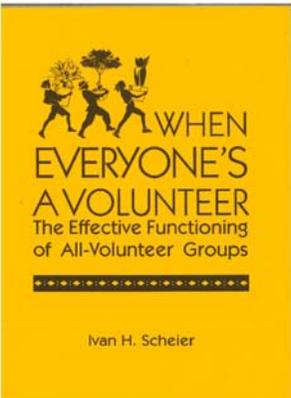
Children as Volunteers: Preparing for Community Service by Susan J. Ellis, Anne Weisbord, Katherine H. Noyes

The only book expressly for agencies about how to incorporate children into an adult volunteer program and find creative ways to use children's fresh perspectives. Includes examples of actual volunteer projects accomplished by youngsters, models of child-adult teams and tips on family volunteering. Learn how to recruit, train and design assignments for volunteers under the age of 14.



By Definition: Policies For Volunteer Programs: A manual For Executive Directors, Board Members, and Managers of Volunteers by Linda L. Graff

Looks at why policy making regarding volunteers has become critical; definitions and explanations of different types of policies; general and specific policies for a volunteer program. Includes seven easy-to-follow steps to help readers define their own policies. Although written in Canada, *By Definition* is a must-read book for any agency-based volunteer program leader!



When Everyone's A Volunteer: The Effective Functioning of All-Volunteer Groups by Ivan H. Scheier

Provides an innovative framework for successfully leading an all-volunteer effort, whether it's a service club, community group, PTA, or religious congregation. Scheier challenges conventional wisdom about boards, fundraising, and membership development when applied to grassroots volunteer efforts – and he does this with a keen eye and humour. A highlight of the book is a collection of easy-to-conduct group interaction exercises.



KickStart: Young volunteers shape the future, Edited by: Bree Martin and Kasey Kilgariff

Features a series of 25 interviews with young Australians in order to help the reader see what makes them tick.

The aims of the book are to celebrate the achievements of young people who volunteer, to encourage other young people to join in the action and to provide a resource to educators who wish to institute programs that connect students, teachers, academics and community members. The 25 stories featured in 'KickStart' cover a wide range of interest groups and examine some great success stories of organisations who have utilised young volunteers in a variety of ways.



Volunteer Management: An Essential Guide 2nd edition by Joy Noble, Louise Rogers, Andy Fryar

First published by Noble and Rogers in 1998, this comprehensive guide has consistently been considered the basic resource for colleagues in Australia. Now OzVPM founder Andy Fryar has produced a fully-updated second edition and it is remarkable in its scope, clarity, and practicality. Truly an "essential guide," the book is filled with solid information for both starting and strengthening a volunteer program in any setting.

Section 1, "The Big Picture," lays out both the philosophy of volunteerism, facts about volunteers and their work, an introduction to the professional of volunteer management, and a discussion of trends affecting volunteering. Section 2, "Setting the Scene for Effective Volunteer Involvement," contains all the fundamentals for creating agency infrastructure, from policy-making to building a coalition of stakeholders. It quite rightly includes volunteer work design, recruitment, and screening here -- key elements in preparing for volunteers. Section 3, "Managing the Program," then provides the remaining how-to's for necessary success.

Throughout the book are case studies, checklists, and other useful tools, and you'll find various appendices and resource lists at the end.

Proof Positive :Developing Significant Volunteer Recordkeeping Systems - 21st Century Edition by Susan J. Ellis, Katherine Noyes Campbell

Coordinate volunteers with all the facts about them at your fingertips and develop meaningful reports on volunteer accomplishments. PROOF POSITIVE, the step-by-step guide to the basic elements of a volunteer recordkeeping system, has been helping volunteer program managers since its first edition in 1980. Now fully updated for the 21st century, the new edition makes sure you make the most of your computer software -- in fact, it can help you decide what you need before you buy. (People still keeping manual files will find all the original "on paper" hints in the Appendix.)

You learn the why and how of application forms, volunteer data files, assignment records, time and activity reports - for individual volunteers, groups, and off-site service, too. Lots of sample forms, ideas for documenting hard-to-track activities, and ways to demonstrate the work you do in running the program.

