

Volunteer Management Specialist Non-Credit Certificate at DMACC

“Successful volunteer programs do not just happen...professional management of volunteer efforts requires special knowledge and skills.”

Tracking Electives:

DMACC will keep track of your progress toward certification. To insure you receive the proper credit for the electives, you'll need to complete one of the following:

- ▶ Volunteer Management Work Experience Form
- ▶ Class/Workshop/Conference Form

You can receive a form in one of two ways:

- ▶ Click on Certification Forms at:
www.dmacc.edu/conteddesc/volmanagement.asp
- ▶ Call 515-256-4903 or 515-256-4910

Mail or fax the completed form and any supporting documentation which is needed to:

Continuing Education—Volunteer Mgmt Program

DMACC Center for Career and Professional Development
1111 E. Army Post Road, Suite 2004
Des Moines, IA 50315

Fax: 515-964-6665



DMACC
DES MOINES AREA
COMMUNITY COLLEGE
Life's Calling™

www.DMACC.edu | 800-362-2127

Nondiscrimination Policy: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from any of the counselors/advisors or from the Provost's office. Persons who wish additional information or assistance may contact the Section 504/ADA Coordinator, 515-964-6857; the Title IX/Gender Equity Officer, 515-964-6850; or the EEO/AA Officer, Human Resources, Ankeny Campus, Bldg 1, 515-964-6301.

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CONTINUING EDUCATION
Des Moines Area Community College
Explore Your Passion.
ce.dmacc.edu

Certificate Requirements

Certification Process:

1. Successfully complete the six core or courses offered.
 - ▶ Understanding Volunteering
 - ▶ Planning
 - ▶ Recruiting and Placement
 - ▶ Training and Orientation
 - ▶ Supervision
 - ▶ Evaluation
2. Complete a minimum of thirty hours for elective course requirements. See “Electives” section.
3. All work for the Certificate—both core courses and electives—must be completed within **four** years from taking the core classes.
4. Electives may be taken at any time after the first course is taken.

Electives:

Elective credits are intended to broaden an individual’s knowledge. For this reason, elective courses may be obtained through a variety of sources and cover multiple fields of interest relevant to the needs of the individual manager of a program.

Thirty hours of elective credit may be obtained in any combination from at least **two** of the following five categories:

1. Continuing Education

Up to twenty hours elective credit for workshops, seminars or classes at the rate of one hour credit for each contact hour. Travel time and lunch breaks are not considered contact time. Continuing education may fall within one of the following areas:

Computers	Communication
Conflict Management	Diversity
Fundraising	Grant Writing
Human Resources	Management
Marketing	Newsletter Production
Team Building	Stress Management

2. College Credit Course

Up to ten hours elective credit for a college course covering one of the above topic areas. To be eligible for elective credit, the course must be taken after an individual completes the first Volunteer Management core course.

3. Multiday Conferences

A maximum of ten hours elective credit, based on one hour for each contact hour, will be allowed for attending a conference—such as the Iowa Conference on Volunteer Service.

4. DOVIA Classes

A maximum of ten hours elective credit, based on one hour for each contact hour, will be allowed for attending DOVIA luncheon presentations, workshops, etc.

5. Volunteer Management Work Experience

Up to ten hours elective credits for past experience—either paid or unpaid working as a manager of volunteers. Credit is awarded at the maximum rate of one credit hour for each year of full-time work experience. Credit will be awarded on a prorated basis.

Questions?
Call 515-256-4903 or
515-256-4910.