

# Volunteer Maryland!



## THE PARTNERSHIP

Maryland nonprofit organizations regularly report that they need help recruiting and managing volunteers and lack the resources to do so effectively. Volunteer Maryland (VM) helps meet these needs by placing AmeriCorps members in nonprofit organizations throughout Maryland to serve as volunteer coordinators. Together, VM and the partner organizations then work to recruit, train, and supervise AmeriCorps members to serve as Volunteer Maryland Coordinators.

Volunteer Maryland helps partner organizations provide more services, improve the effectiveness of the organizations' volunteer programs, and increase organizational capacity to manage volunteer programs. Volunteer Maryland provides intensive training to VM Coordinators who serve for 11 months. Each VM Coordinator works closely with organization staff to conduct a needs assessment, create policies, procedures, and training sessions for volunteers, initiate recruitment drives and media outreach, develop community partnerships, conduct volunteer recognition events, and train staff and volunteers in volunteer management skills. Volunteer Maryland, the VM Coordinator, and the partner organization all contribute to the partnership; details of each partner's contributions and roles can be found on the back of this page.

## THE SELECTION CRITERIA

To be eligible for partnership, each organization must:

- Be a nonprofit 501(c)(3), school, or government agency.
- Have been operational (providing services) for at least one year.
- Have at least one full-time staff member (paid or volunteer).

In addition, the volunteer programs must:

- Meet a critical community need in the areas of disaster services, economic opportunity, education, environmental stewardship, healthy futures, or veterans and military families; priority will be given to programs in economic opportunity, education, and healthy futures.
- Utilize volunteers in direct measurable service (activities that have a hands-on, direct impact on the clients or community).
- Not be directly involved in political advocacy or religious instruction.

## THE APPLICATION PROCESS

Key application elements include:

- Organizational capacity to develop and manage the program.
- Clearly defined need for the program.
- Realistic goals and ability to measure pre-determined outputs and outcomes.
- Integration of the volunteer program in the organization.

"It has been a pleasure to be part of the Volunteer Maryland program. The program has had a significant positive impact on our organization, helping us deal more professionally with volunteers and with sponsor organizations."

William Duncan,  
STEMaction

## THE VM COORDINATORS

The VM Coordinators are AmeriCorps members who have committed to 11 months of service. They have diverse backgrounds and have ranged in age from 17 to 79 and in educational levels from high school diploma to PhD. They share a strong commitment to making a difference in their communities.

Along with eleven days of training at the beginning of the partnership year, they receive 7-10 additional training days during the year from VM. They also receive ongoing support from VM staff.

**What can we achieve together? Applications for a partnership year are due March 17, 2017**  
**[volunteer.maryland.gov](http://volunteer.maryland.gov)**

## WHAT DOES VOLUNTEER MARYLAND PROVIDE TO PARTNER ORGANIZATIONS?

Volunteer Maryland provides ongoing, year-round support to VM Coordinators and partner organizations. Contributions include:

- A VM Coordinator who has committed to a year of service. *(Recruited and selected by both Volunteer Maryland and the Service Site.)*
- Pre-Service and monthly training for the VM Coordinator in program development, innovative volunteer management, and community-building skills (17—20 days).
- One-day orientation for organizations and three training sessions with both the VM Coordinators and partner organization staff focusing on program development and sustainability.
- Optional webinars and on-site training for site staff, volunteers, board members, and/or community partners tailored to meet your needs in volunteer management.
- The VM Coordinators' post-service educational benefit, health coverage, workers compensation, and a portion of the living stipend.
- Technical assistance and access to state and national networks.
- Supportive marketing materials to promote volunteer opportunities at the partner organizations.

## WHAT ARE PARTNER ORGANIZATIONS REQUIRED TO PROVIDE?

- A clear vision for the volunteer program you plan to create, and how the direct service activity involved will impact your clients and/or community.
- Supportive leadership from your staff and board, to ensure that the volunteer program is considered and treated as an integral part of your organization.
- A designated supervisor for the VM Coordinator, who will provide weekly supervision and participate in four training days over the course of the year.
- A cash match to pay a portion of the coordinator living stipend.
- Adequate workspace for the VM Coordinator (including a desk, phone, and access to a computer and the Internet).
- Free or reimbursed parking for the VM Coordinator while s/he is working on-site.
- Reimbursement for parking and mileage incurred by the VM Coordinator as part of his/her work.
- General liability insurance for your volunteers.

In addition, each site is required to participate in Volunteer Maryland program evaluations during the partnership year and for three years after the end of the partnership.

“The partnership with Volunteer Maryland was essential for the Center of Help. We were able to implement a volunteer program, with all the proper and needed paperwork. We also learned recruiting, training and retention strategies. Although we have faced some challenges, we have the tools to make improvements, thanks to all we learned with this partnership.”

Loise Novochoaldo, Center of Help

### THE CASH MATCH

Each partnering organization is required to invest in the partnership with a \$7,500 cash match, which is used to cover part of the VM Coordinator living stipend of \$13,250. Volunteer Maryland pays the rest of the stipend and covers other benefits.

Your cash match is a strategic investment in the creation of your volunteer program—and a great bargain!

For the amount of your cash match, your agency receives the service of a full-time trained VM Coordinator and the support and expertise of VM's staff.

Our most recent survey shows that 89 percent of organizations that partner with VM are able to sustain the volunteer program after our partnership concludes.