



**STRENGTHENING NON-PROFITS**

# **BUILDING COMMUNITY**

**PROVIDING THE SKILLS,  
KNOWLEDGE, RESOURCES  
AND CONNECTIONS OTTAWA'S  
NON-PROFITS NEED TO MAKE  
A MEANINGFUL DIFFERENCE**



## **VOLUNTEER OTTAWA**

**VOLUNTEER RECRUITMENT AND PROMOTION**

**BUILDING EXPERTISE**

**FOSTERING COLLABORATION**

**CONNECTING NON-PROFITS WITH CORPORATIONS AND GOVERNMENTS**



VO MEMBERS INCLUDE OVER 200 NON-PROFITS AND CHARITIES IN OTTAWA AND THE SURROUNDING REGION. THEY RANGE FROM SMALL GRASSROOTS ORGANIZATIONS TO LARGE INSTITUTIONS THAT HAVE BEEN PART OF THE COMMUNITY FOR DECADES.

# MEMBERSHIP BENEFITS

## EDUCATIONAL PROGRAMS AND RESOURCES

- \* Significant discounts on workshops and training designed specifically for non-profits
- \* Customized workshops designed for and delivered to your organization
- \* Exclusive access to VO's **Non-Profit Knowledge Centre** featuring a library of resources, best-practices and toolkits
- \* News and developments on non-profit and volunteering best practices

## CONNECTIONS, NETWORKING AND VISIBILITY

- \* Connect with Ottawa corporations seeking employee volunteer opportunities
- \* Access to VO's Affinity Program
- \* On-line discussion forums
- \* VO Speakers Bureau
- \* Profile your organization on [volunteerottawa.ca](http://volunteerottawa.ca)
- \* Monthly newsletter
- \* Be recognized as part of a network of organizations dedicated to excellence in non-profit management and supporting volunteerism in the Ottawa region

## VOLUNTEER RECRUITMENT AND PROMOTION

- \* Unlimited posting of all your volunteer needs at [volunteerottawa.ca](http://volunteerottawa.ca)
- \* Access to VO's pool of hundreds of pre-screened volunteers with a wide range of experience and skills
- \* Broadcast of your volunteer needs through social, digital and print media
- \* Admission to Volunteer Fairs





**MORE AND MORE OF OTTAWA'S NON-PROFITS AND CHARITABLE ORGANIZATIONS RELY ON VOLUNTEERS TO FULFILL THEIR OBJECTIVES. THE NUMBER OF PEOPLE LOOKING FOR MEANINGFUL VOLUNTEER ENGAGEMENTS IS ALSO ON THE RISE.**

# **VOLUNTEER RECRUITMENT AND PROMOTION**

**VO makes the connection between those looking to volunteer and the organizations who need volunteers. We ensure that organizations have the volunteers they need and volunteers find the opportunities they are seeking.**



## **WHAT WE OFFER:**

- \* Extensive database of volunteer opportunities – at any given time, over 500 volunteer positions are posted with a broad selection of opportunities
- \* Pool of over 200 pre-screened volunteers with a wide range of experience and skills
- \* The **VOscars** – a highlight of the year for the city's volunteer and non-profit community celebrating Ottawa's top volunteers
- \* Volunteer Management training
- \* Presentations on the benefits of volunteering and how to find rewarding volunteer experiences
- \* Connections with corporations seeking employee volunteer opportunities
- \* News and developments in volunteering





**VO IS WHERE LEADERSHIP, MANAGEMENT AND STAFF IN OTTAWA'S NON-PROFIT COMMUNITY GO FOR PROFESSIONAL DEVELOPMENT, TRAINING AND RESOURCES.**

# BUILDING EXPERTISE

## **BOARD GOVERNANCE**

- \* Board 101 – An introduction
- \* Board 201 – A complete look at being on a board of directors
- \* Board 301 – Board panel and networking session

## **SENIOR LEADERSHIP**

- \* Strategic Planning
- \* Exploring Social Enterprise
- \* Non-Profit Executive Seminar Series

## **COMMUNICATIONS SERIES**

- \* WordPress – building your website
- \* Writing good web content
- \* Media training
- \* Communications Planning
- \* Social media for non-profits

## **OPERATIONS**

- \* Bookkeeping basics
- \* Project Management
- \* Preparing for the Audit
- \* Excel – beyond the basics

## **VOLUNTEER MANAGEMENT CERTIFICATE SERIES**

- \* Volunteer recruitment, retention and recognition
- \* Creating a volunteer handbook
- \* Assessing volunteer performance
- \* Engaging staff to support volunteers
- \* Discipline and dismissal
- \* Supervision and monitoring
- \* Volunteer screening
- \* Orientation and training
- \* Volunteer program evaluation

VO regularly adds new topics to its training schedule. Check [volunteerottawa.ca](http://volunteerottawa.ca) for details.

**Workshops, webinars and training sessions are offered on a wide range of topics (at left) – designed specifically for non-profits and charities – delivered by a faculty of instructors who are leaders in their field – at a cost that is affordable.**

## **CUSTOMIZED TRAINING**

Volunteer Ottawa offers custom training for management, staff and Board members, tailored to your organization. We will meet with you to determine your needs, develop a custom workshop, and deliver it at your workplace.



**EMPLOYER SUPPORTED VOLUNTEERISM (ESV) REFERS TO EMPLOYERS SUPPORTING THEIR STAFF TO VOLUNTEER THEIR TIME AND SKILLS TO BENEFIT THEIR COMMUNITY. THIS PRACTICE IS BEING ADOPTED BY MORE AND MORE BUSINESSES AND GOVERNMENT DEPARTMENTS TO FULFILL THEIR SOCIAL RESPONSIBILITY MANDATES, AND PROVIDE THEIR EMPLOYEES WITH BENEFITS THAT DIRECTLY RELATE TO THEIR SOCIAL WELL-BEING.**



# VO CONNECT

## EMPLOYER SUPPORTED VOLUNTEERISM

### NON-PROFITS AND CHARITIES LOOKING FOR GROUP VOLUNTEERS

You can connect with corporations and government departments seeking employee volunteer opportunities through *VO Connect*.

These types of volunteering engagements typically involve group volunteering of 10, 50, 100, 200 or more volunteers - providing community support and services within a short timeframe.

VO members are included in a catalogue of group volunteering opportunities provided to *VO Connect* partners. These can be one-time only, reoccurring or special projects/activities.

### COMPANIES AND GOVERNMENT DEPARTMENTS WANTING TO START AN ESV PROGRAM

We have the connections. Whether it is a one-day volunteer activity with fifteen different charities for 500 employees, or activities spread across a month with one charity for 20 employees, VO has the connections to ensure that companies find the right volunteer engagements - ones that will most benefit the community, employees and the company.

We do the work. Planning an ESV program can be a lot of work and in-house programs can consume resources and time. *VO Connect* provides companies with all the support required, including:

- \* Sourcing of opportunities
- \* Employee registration
- \* Waivers
- \* Agreements with charities
- \* Transportation
- \* Catering
- \* Set-up and tear down
- \* Photography/Video
- \* Recognition strategies



**VO PROMOTES AWARENESS ABOUT VOLUNTEERING AMONG OTTAWA'S DIVERSE POPULATIONS AND STRIVES TO INCREASE THE NUMBER OF THESE VOLUNTEERS IN VOLUNTEER POSITIONS. WE ENCOURAGE AND SUPPORT NON-PROFITS IN RECRUITING VOLUNTEERS FROM THE GROUPS BELOW.**

## **YOUTH**

We work closely with our members to create meaningful opportunities for youth. We offer information sessions with experts on how to engage and manage young volunteers. And, we offer presentations to youth on how to become engaged in their community through volunteering.

## **NEW CANADIANS AND CULTURALLY AND LINGUISTICALLY DIVERSE POPULATIONS**

VO works with community organizations in their efforts to recruit and retain New Canadians and culturally and linguistically diverse populations. We offer workshops, round tables and other resources. We work with them to find volunteer opportunities and use these opportunities as a gateway to employment.

## **SENIORS**

VO offers information sessions for organizations interested in strategies and tips on how to better engage senior and retired volunteers, and for seniors who want to get involved with volunteering.

# **DIVERSITY SENIORS AND YOUTH**

## **PEOPLE WITH DISABILITIES**

Our goal is to support non-profits by tapping into the skills of volunteers with disabilities. We provide guidance to organizations on how to engage these volunteers and how to make the volunteer opportunities more accessible. We support volunteers with disabilities by finding volunteer placements that are enjoyable, meaningful and accessible.

## **DIVERSECITY ONBOARD**

Volunteer Ottawa is proud to be part of an important nation-wide initiative that seeks to increase diversity and enhance governance on the boards of non-profits.

**DiverseCity onBoard** is an award winning program that identifies highly qualified professionals from diverse communities who can meet the governance needs of non-profit organizations. The program also offers governance training.

## **VOLUNTEER OTTAWA**

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