



Volunteer Management for People With No Time

BY TERRENCE FERNSLER

Both the newcomer and the experienced volunteer leader will benefit from this book's inspiring vision.

The (Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management

By Katherine Noyes Campbell and Susan J. Ellis. 117 pages. Softcover.

Energize, Inc., Philadelphia, Pennsylvania.

*Available through the Society for Nonprofit Organizations' Resource Center,
6314 Odana Road, Suite 1, Madison, Wisconsin 53719 (800-424-7367).*

The *(Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management* really *is* for people who don't have time. It is concise (117 pages). It covers the basics and doesn't get mired in a lot of what-ifs. It is chock full of information that will make any volunteer program more efficient. The forms provided are helpful, and the authors encourage you to make copies and use them freely. The authors have many years of volunteer management experience, and they give us the benefit of that experience in this guidebook.

The book is for the part-time volunteer manager or the person who has other responsibilities besides managing volunteers. For such people, it is crucial to set boundaries. The authors lay out ways to do so.

They also list tasks to help you get organized. The list may seem overwhelming, but the authors emphasize that you can share many of these duties with volunteers. Their approach is to set up a volunteer management team. After all, that's why we create organizations to begin with—to accomplish what one person cannot.

You can use this guide to help find volunteers inside and outside your organization. The authors give clues to sources of help and specify the best types of people for each volunteer assignment. They also discuss how to share volunteers with other organizations.

The last two chapters give useful tips for managing people. These two chapters alone are enough reason to read the book. Like the entire book, they are both brief and thorough enough to

serve as a review or as an introduction. Much of the material in these two chapters can be applied to paid staff and even to contributors.

The authors give several examples of what can happen when organizations follow the suggestions in this book. These illustrations are instructive. They provide dramatic proof of how some creative thinking can energize your volunteers, increase your organization's effectiveness, and boost support. ■

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