



# Training Opportunity



**Class Title:** Developing and Managing Volunteers(PDS)

**Class Date:** Dec. 1-2, 2009

**Sponsor(s):** Missouri State Emergency Management Agency

**Course Description:** This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary organizations. This course will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment, placement, training, supervision and evaluation; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress.

**Target Audience:** This course is designed for all audiences including federal, state, tribal, local emergency management, voluntary agencies, and affiliated organizations in the Federal Response Plan.

**Location:** DHSS  
2875 James Blvd.  
Poplar Bluff, MO 63901

**Enrollment Deadline:** Nov. 23, 09

**Class Limit:** 30 Participants

**Class Time:** 8:00 am– 5:00 pm

**Fill out an online application at:** <http://training.dps.mo.gov>

**Or send completed application to:** Linda Frazier, Training Assistant  
P.O. Box 116  
Jefferson City, MO 65102  
Phone: (573) 526-9215 Fax: (573) 526-9262

**If you need assistance or special accommodations for this training, please contact Linda Frazier at (573) 526-9215 or Jack Raetz at (573) 526-9256 prior to the training date.**