



LILRC's Conservation & Preservation Committee presents:

How to Manage a Successful Volunteer/Docent Program

Thursday, November 30, 2017

10:00AM – 12:00PM (Registration 9:30AM)

South Huntington Public Library

145 Pidgeon Hill Road, Huntington Station, NY 11746

A panel discussion with:

- ◆ Elsa Eisenberg, *Group Tours & Volunteer Coordinator*, Coe Hall and Planting Fields State Park
- ◆ Judy Pockriss, *Coordinator of Volunteers*, Nassau County Museums
- ◆ Ken Horowitz, *Docent Coordinator*, Falaise Mansion at Sands Point Preserve
- ◆ Shane Pastore, *Coordinator of Volunteers*, Long Island Maritime Museum

Volunteers are critical to the operations of many cultural institutions across Long Island. While some 'super volunteers' are invaluable, others, meaning no harm, can become disruptive or detrimental to an organization's success. The panel will discuss the importance of training, managing volunteer expectations, regular performance reviews, showing gratitude, and much more. Whether you are a seasoned volunteer supervisor or are just getting started, having a plan for managing volunteers will keep projects and programming running smoothly.

*A continental breakfast will be served.

Registration Form

How to Manage a Successful Volunteer/Docent Program—Thursday, November 30, 2017

Name: _____ Email: _____

Institution: _____

Phone: _____ Fax: _____

FEE: ___\$25 Member ___\$50 Non-member
___\$15 Retired Member/Student/Unemployed

Yes, I would like to receive a
CEU Certificate (No Charge)

Please return this form along with a check payable to LILRC by November 27 to:

LILRC/CE

627 N. Sunrise Service Rd.

Bellport, NY 11713

Questions: 631-675-1570 FAX: 631-675-1573

