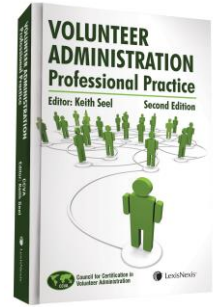


CCVA Textbook

Contents

Volunteer Administration: Professional Practice is organized around the five core competencies which serve as a foundation for the profession of volunteer administration: ethics, organizational management, human resources management, accountability, and leadership and advocacy. These competencies have been identified by CCVA through a Practice Analysis study of the field with input from managers of volunteers in a wide variety of settings.



Intended Audience

This book serves as the primary reference for **CVA candidates** preparing for the exam. In addition, **managers, coordinators and leaders of volunteers** will benefit from the principles and theories presented in this text, as a foundation for other "how to" books on their shelves. **Nonprofit sector educators** can use this as a tool for ensuring curriculum development is consistent with real-world practice as verified by a credible practice analysis process. **Consultants and trainers** in the volunteer administration and management field will find this book helpful as a core reference on which to base their work and share with their clients. Lastly, **leaders in not-for-profit organizations and public agencies** will find credible information to strengthen the function of volunteer administration within their organizations, so that volunteers are maximized as a human resource, and potential risks and challenges are reduced.

How to Order

The cost of *Volunteer Administration: Professional Practice* is \$86.00 which includes 3-5 day shipping within the U.S. Other prices apply for international orders.

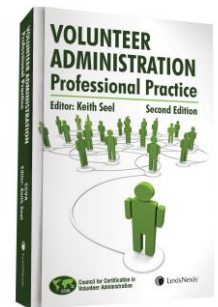
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