

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 78-41

FILE: Certificate

SUBJECT: CERTIFICATION PROGRAM IN ADMINISTRATION OF
VOLUNTEER SERVICES

RECEIVED

Academic Senate CSULB

The following policy statement, recommended by the Academic Senate at its meeting of November 2, 1978, and approved by the President on November 20, 1978, is as follows:

CERTIFICATE PROGRAM IN ADMINISTRATION OF VOLUNTEER SERVICES

An interesting yet perplexing phenomenon has developed in the United States over the past several years. One of the fastest growing and most dynamic work forces in this country is greatly in need of adequately trained leadership. This work force is composed of eighty to ninety million men and women who work as volunteers in community agencies.

This volunteer work force includes retired persons, housewives, high school and college students, blue collar workers, professional specialists, and business men and women. The task of supervising such a variety of workers has put enormous demands on agency administrators.

There is no formal curriculum at a West Coast university where people can receive the specific knowledges and skills necessary for management of volunteer programs. This Certificate is designed for people who are involved, or intend to become involved in the management of volunteer programs. Here they will have the opportunity to enroll in special university level courses which will increase their professional knowledge, and improve their managerial skills. The course will develop understanding of the problems and challenges particularly inherent in managing a human service program. In addition, the program will present methods for better utilization of volunteer talents and improved service to agency clients.

It is perceived that the Administration of Volunteer Services Certificate will attract several distinct groups of students:

1. Students pursuing an approved degree at CSULB may, at the same time, earn a Certificate in Management of Volunteer Services. Courses taken to meet the requirements of the Certificate may also be used simultaneously, where appropriate, to meet the General Education requirements of the degree or credential requirements of cooperating departments.

2. The Certificate may be earned through Continuing Education by students not regularly enrolled at the University. These students will likely already be employed as Volunteer Coordinators in an agency or institution.

It should also be remembered that this Certificate may interest persons who have years of volunteer services in their background, and are interested in becoming employed as paid volunteer coordinators.

REQUIREMENTS FOR THE CERTIFICATE IN ADMINISTRATION OF VOLUNTEER SERVICES

1. A baccalaureate degree which may be awarded concurrently.
2. Satisfactory completion of 25 units which must include 10 units of core requirements as follows:

Recreation 400, 488, 493 and 499; 15 units including Recreation 490, at least one course selected from Accounting 200, Human Resources Management 360 or 446, Educational Psychology 434 or Management 326, at least one course selected from Criminal Justice 481, Political Science 412, Social Welfare 350 or 370, at least one course selected from Journalism 270 or 375* or 376*, Speech Communication 132 or 337 or 344.

*Journalism 270 is a prerequisite for Journalism 375 and/or 376.

Effective: Immediately

DEG:bjp
12-20-78