

THE IADA NEWS

The Newsletter of the Indiana Activity Directors Association – Winter Quarter 2014

APPRECIATION

Perhaps you missed the sale at Kohl's... or maybe the insert flier in your local newspaper. I know I didn't get the "tweet" about it, but I'm sure it was just an oversight.

Of course I'm talking about "National Activity Professionals Week" that was January 19-25. Unfortunately our newsletter deadline usually falls just before the week begins and it's difficult to get one out in time, but **the IADA Board, Officers, and your District Boards all wish you the very best in this wonderful field.**

The thing about being an Activity Professional - whether an AD, an activity aide, a 'recreation therapist' or 'community life coordinator' - is that our appreciation comes from the ground up. When we are embraced by the woman who can no longer speak or when the guy in the wheelchair pushes his own way to your activity - that's when we know we're appreciated. When someone gives the craft they made to their granddaughter or invites their children to Family Night - that's when we know our job is fulfilling.

There is no one like the Activity Director in your facility or community. You are invaluable, worth far more than your wages. You help bring meaning and purpose to the people who live where you work. And that is your daily appreciation. Thanks for all you do!

FROM THE DESK OF BARB ECKERT

IADA State President and Quintessential Activity Director

Did You Know?

- The **Indiana Activity Director's Association (IADA) provides educational opportunities.**
- The **education topics are taken from the evaluation sheets** that are filled out at conferences & workshops.
- **There is a difference between the facility & individual memberships.** A facility membership is held by the facility and an activity director is named to represent that facility. The mail is mailed to the facility. Sometimes addresses listed for the facility do not match what is in the IADA database and a phone call is made to the facility to validate the address change. If the activity director leaves that facility the membership stays with the facility.
- An individual membership is held by the activity director. The mail is mailed to the activity director's home unless requested otherwise. If the activity director leaves a facility the membership goes with the activity director. If a membership is paid with a facility check the membership is automatically a facility membership no matter what is marked on the application.

On the evaluation sheets it was mentioned to go back to the Drury Inn and the board listened and the upcoming **Spring Workshop (one Day) will be held at the Drury Inn on Friday, March 14.** A mailing about this Spring Workshop was sent to all members in January.

IADA has changed the sponsor/vendor program effective this year. The cost was reduced to \$100.00 per year which will provide a link on our website as well as a membership directory of activity directors in the state of Indiana. The board was contacted over the past couple of years with entertainers wanting to expand to other facilities and requested the IADA membership directory which IADA would not provide as the directory is only provided to members of IADA as a promise to the membership. This new program does provide opportunity for entertainers to get their name out there as well as contact information of activity directors in the state of Indiana. Please inform your entertainers of this opportunity and all the information is listed on our website under the sponsor/vendor tab.

District meetings should provide quality education each time meeting. Presently, there are some districts that are struggling and meetings are not being held and other districts are inviting those members to their meetings. If you are in a district that is not meeting and are interested becoming involved please contact IADA. For those districts meeting what type of education are you providing? How do you contact those facilities that are not attending or are not a member? How far in advance are members reminded of the meeting is it more than one week (remember activity calendars are made one month ahead of time)? Bottom line is education helps the activity director which in turn benefits the elders they serve.

FROM THE DESK OF TERRI DICKUS

IADA State Second Vice-President for Education

Can you believe it? We have been an organization for 40 years!! The Indiana Activity Director's Association was born in 1974.

We plan to celebrate at our fall conference in Brown County in October. We hope to have one or two representatives from each district serve on the celebration committee. However, there is ample opportunity for everyone who would like to help. If you are asked (or would like to volunteer) to serve on a subcommittee please consider doing so.

For the first time, **we are conducting a one day Spring Workshop** instead of the traditional Spring Conference on **Friday, March 14.** Natalie Davis is our speaker. She is a national speaker who is highly sought after.



Why should I attend educational workshops and conferences?

- For those who would like to become accredited, **the accreditation test** will be given on Thursday evening, March 13.
- **Clock hours** are given for those who are accredited and/or certified.
- **Networking** with other directors keeps you up to date on what is happening in facilities across the state. Speaking with others in your field can also help you problem solve in your own building or perhaps your experience can help a new director.
- **If you are not learning you are not growing.** No matter how long you have been in the field you can't know everything. Regulations change, new trends, etc.
- **Continuing education keeps your activity program fresh** and exciting for participants in your program.

DISTRICT REPORTS

District 1 – No report.

District 2 – *Christina Buckland reporting*

Greetings all and Happy New Year!

I hope everyone is staying warm in the Arctic weather! As we start this new year, I would like to announce our new district officers as follows:

President	Chris Buckland
1 st Vice President	Erica Turner
2 nd Vice President	Glenda Rowe
Secretary	Lisa Moore
Treasurer	Rachel Fox

Our first meeting was January 21st, 9:30 am at Park Place in Fort Wayne on Transition and Grief.

District 2 now has a **Facebook page!** Just search for IADA District 2; click on LIKE and then you can follow the page, post comments, share ideas, network etc. Everyone is welcome to join in!

Wishing everyone safe and Blessed New Year! **Keep on creating, loving and motivating!!!!**

District 3 – No report.

District 4 – *Glenda Burcham reporting*

District 4 will meet Thurs., Feb. 20, at 6 p.m. at Heritage House in NewCastle.

District 5 – No report.

District 6 – No report.

District 7 – No report.

District 8 – *Erica Thomas reporting*

I.A.D.A. District #8 (South West) - 2014 Board Members

President	Erica Thomas, Bridges of Indiana, Vincennes
Secretary	Dawn Green, River Oaks Health Campus, Princeton
Treasurer	Sheila Tuck, Pine Haven Health & Rehabilitation, Evansville

2014 District 8 Meeting Schedule

April 18 - 12:00pm Central Time- River Oaks Health Campus, 1244 Vail Street, Princeton
June 20 – 6:30pm Eastern Time –Hildegard Health Center, 802 E. 10th Street, Ferdinand
Aug. 15 – 6:30pm Eastern Time –Essenhaus Restaurant, 100 N.West Street, Odon (Ketcham Center)
Sept. 22 – 6:30pm Eastern Time –Northwood Retirement Comm. 2515 Newton Street, Jasper
Nov. 21 - 8:30am Central Time –University Nursing & Rehab, 1236 Lincoln Ave., Evansville (Little Sisters)

BABY BOOMER VOLUNTEERS -- KEEP 'EM COMING

From Aging in Indiana, the newsletter of the Center for Aging and Community at the University of Indianapolis

In October 2013, Patricia Gilbert (*right*), Network and Civic Engagement Director of The OASIS Institute in St. Louis, addressed a group of aging services professionals at a "Helping Professionals" workshop hosted by the University of Indianapolis Center for Aging & Community. Gilbert's topic was "**The Next Generation of 50-Plus Volunteers: Are You Ready for Them?**"



According to Gilbert, **today's 50-plus volunteers bring with them new expectations, new desires and new talents than "traditional" volunteers** have had in the past. This all comes at a time when non-profit organizations find themselves having to do more with less paid staff.

Gilbert said there some key difference between volunteers of the "Silent Generation," those born 1925-1945, and the Boomers, born 1946-1964.

Silent Generation Volunteer Characteristics

- Hardworking
- Loyal
- Submissive
- Tech-challenged
- Traditional

Baby Boomer Volunteer Characteristics

- Educated
- Financially secure
- Work-centric
- Independent
- Goal-oriented
- Competitive

What Boomer volunteers are looking for...

Those generational differences have an impact on how organizations attract volunteers, based upon the expectations of those in the potential volunteer pool. **While volunteer recruitment used to be key, now the focus is more on volunteer "engagement,"** which is a mix of meeting volunteers with cause-related appeals; allowing a certain amount of autonomy and self-direction; providing opportunities to not just contribute but to make a difference; and offering flexibility in both schedules and length of commitment.

"Baby Boomers are looking for flexibility and short-term time commitments," Gilbert said. "But they also want to learn new things within the same volunteer role, to receive meaningful recognition and, to have fun."

Responsibilities affect retention...

One key change, said Gilbert, is the kind of responsibilities Boomers are seeking in their volunteer efforts. "Keeping Baby Boomers Volunteering," a report by the Corporation for National and Community Service said that the retention rates for Boomer volunteers is highest (74.8%) for those who perform more challenging assignments, such as professional or management activities. Those engaging in music or other performance or tutoring, mentoring and coaching score retention rates of 70.9% and 70.3% respectively. Retention is lowest (55.6%) for volunteers involved in general labor or transportation services.

Overall, 3 out of every 10 (31%) Baby Boomers who volunteer drop out of volunteering each year, with only 83.2% of those vacated spots being filled by new volunteers.

The right fit...

Attracting and retaining Boomer volunteers involves making sure there is a good fit, both for the volunteer and for the organization.

Organizational -- One way to ensure such a fit is for organizations to survey their own readiness. Gilbert suggests one of two assessments:

- The Aging Network's Volunteer Collaborative's Nonprofit Organizational Readiness Survey
- The Assessment of Organizational Volunteer Engagement, offered by the JF Fixler Group.

Departmental -- After the organizational assessment, Gilbert recommended that each department or work area conduct a readiness assessment intended to help a team think through the needs of the department and the responsibilities of the potential volunteer. (A copy of a **Volunteer Opportunity Worksheet** is at the end of this article.)

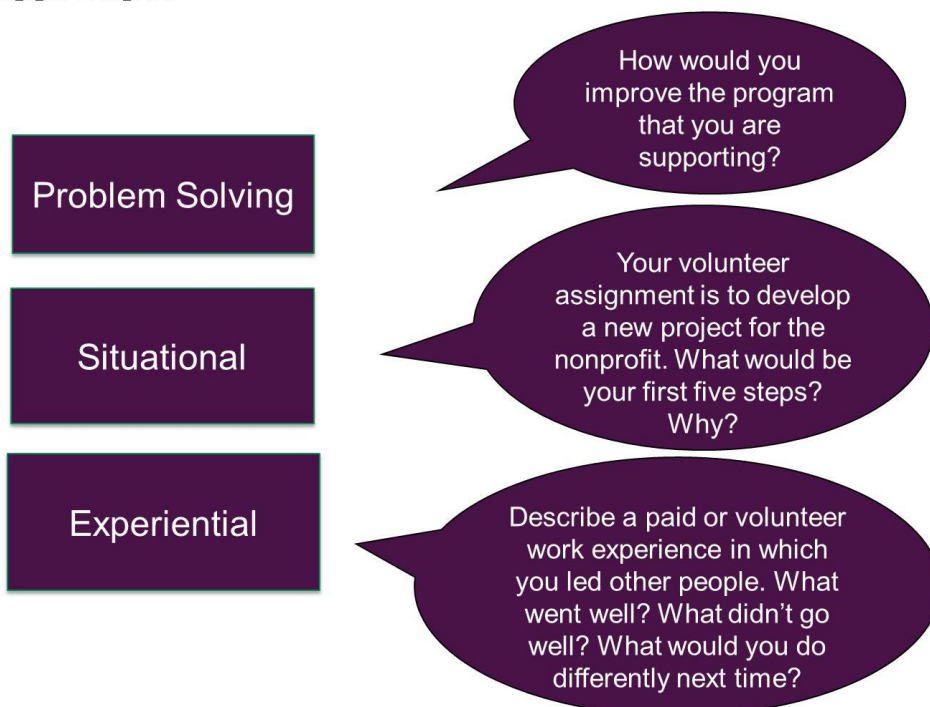
Managerial -- Finally, the person who will be working with the volunteer needs to determine what responsibilities he or she is comfortable delegating to a volunteer. That's where the **Volunteer Engagement Self-Assessment** comes in (A copy is at the end of this article.)

Bring on the volunteers!

After all the pre-work, it's time to bring in the volunteers. Organizations can help determine the best fit -- and help the Baby Boomer volunteers figure out where they fit -- by asking the volunteers to complete a skill assessment, such as the **Skills of a Lifetime** form (attached at the end of this article).

Finally, it's time to conduct the interview. According to J. Fixler Group, there are three kinds of interview questions that will help an organization determine where and how to best make use of volunteer talent:

Interview



Continuous engagement

Remember that 3 out of 10 Baby Boomer volunteers do not return to volunteer service for a second year. In order to retain these volunteers, Gilbert said it's important to conduct routine surveys of how the volunteer perceives his or her role and his or her impact on the organization. Gilbert calls it the **Volunteer Growth Plan:**

Work Satisfaction:

- What were your greatest accomplishments while volunteering this year?
- What was your greatest frustration while volunteering this year?

Personal Satisfaction:

- What do you find most rewarding about volunteering here?

Future Growth:

- What do you want to accomplish in your work next year?

Volunteer engagement may seem like a lot more work than simple volunteer recruitment. However, putting in the time to think creatively about how volunteers can contribute to the achievement of your organizational goals and to evaluate those contributions will create a win-win-win for you, your organization and your volunteers.

You can subscribe to the **All Things Aging Blog** and receive a newsletter from the **Center for Aging and Community** at the University of Indianapolis at the website: www.uindy.edu/cac



Volunteer Opportunity Worksheet

So you want to engage a volunteer? This document is meant to be a template for discussion and brainstorming with your team to help you think through many of the responsibilities that are associated with volunteer engagement. You can use this document to create and finalize a job description for a volunteer position.

Goal: What is the goal of the volunteer project or job? This should be one to three sentences.

Scope of Responsibilities:

- These should be two – five bullet points outlining the major, key responsibilities of the job.

Qualifications:

- What skills, personality traits, education, experience level is mandatory or preferred? Is there anything that would disqualify an applicant?
- **Who will be involved in the selection/screening process?**

Location:

- Where will/can the work be completed? Is this a virtual job?

Volunteer Selection:

- Who will applicants contact for more information or to apply? Who will conduct the interview and what questions will you ask applicants? Who will “hire” the volunteer?

Training and Supervision:

- Who will provide a basic orientation? Who will provide training? Who will provide ongoing supervision? What is your supervision plan? What does this volunteer need to know to be successful and what tools do they need to do their job (example a computer, software, transportation, etc.). How will volunteer hours be tracked, and who will enter volunteer hours in the database?

Minimum Time Commitment:

- What is your best estimate of the time it will take to get the job done? Are there certain days, hours or months required? What length of a commitment are you looking for? Be sure to account for training time in addition to work time. Is there a deadline or end date, or is this ongoing?

Benefits:

- What’s in it for the volunteer? Why would anyone want to do this job? What will they gain for being a part of the Volunteer Team?

Recruitment Ideas

- What ideas do you have for finding applicants?

Volunteer Engagement Self Assessment

1. These are tasks that only I am able to do. I am not thinking about asking a volunteer to do these tasks.

- | | | |
|---|--|---|
| <input type="checkbox"/> Interview potential volunteers | <input type="checkbox"/> Process bills/payments | <input type="checkbox"/> Write thank you notes |
| <input type="checkbox"/> Update the website | <input type="checkbox"/> Write reports | <input type="checkbox"/> Schedule presenters |
| <input type="checkbox"/> Contact the media | <input type="checkbox"/> Plan recognition | <input type="checkbox"/> Shoot video footage |
| <input type="checkbox"/> Order training food/supplies | <input type="checkbox"/> Take photographs | <input type="checkbox"/> Order supplies/equipment |
| <input type="checkbox"/> Attend volunteer recruitment fairs | <input type="checkbox"/> Make presentations | <input type="checkbox"/> Assemble training materials |
| <input type="checkbox"/> Write press releases | <input type="checkbox"/> Facilitate meetings | <input type="checkbox"/> Write newsletter stories |
| <input type="checkbox"/> Present at a conference | <input type="checkbox"/> Make copies | <input type="checkbox"/> Contact key community agencies |
| <input type="checkbox"/> Train new volunteers | <input type="checkbox"/> Data entry | <input type="checkbox"/> Collect Survey Data |
| <input type="checkbox"/> Assist with grant writing | <input type="checkbox"/> Research possible funding | <input type="checkbox"/> Update social media sites |
| <input type="checkbox"/> Orient new volunteers | <input type="checkbox"/> Design flyers/ads | <input type="checkbox"/> Plan volunteer meetings |

2. These are tasks that I am thinking about assigning to a volunteer – but I would need some additional help to make that happen (training, finding the right volunteer, etc.).

- | | | |
|---|--|---|
| <input type="checkbox"/> Interview potential volunteers | <input type="checkbox"/> Process bills/payments | <input type="checkbox"/> Write thank you notes |
| <input type="checkbox"/> Update the website | <input type="checkbox"/> Write reports | <input type="checkbox"/> Schedule presenters |
| <input type="checkbox"/> Contact the media | <input type="checkbox"/> Plan recognition | <input type="checkbox"/> Shoot video footage |
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| <input type="checkbox"/> Orient new volunteers | <input type="checkbox"/> Design flyers/ads | <input type="checkbox"/> Plan volunteer meetings |

3. These are the tasks I already have volunteers doing on a somewhat regular basis.

- | | | |
|---|--|---|
| <input type="checkbox"/> Interview potential volunteers | <input type="checkbox"/> Process bills/payments | <input type="checkbox"/> Write thank you notes |
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| <input type="checkbox"/> Contact the media | <input type="checkbox"/> Plan recognition | <input type="checkbox"/> Shoot video footage |
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| <input type="checkbox"/> Orient new volunteers | <input type="checkbox"/> Design flyers/ads | <input type="checkbox"/> Plan volunteer meetings |

4. In the next three to four months, my goal is to have a volunteer doing these additional tasks.

- | | | |
|---|--|---|
| <input type="checkbox"/> Interview potential volunteers | <input type="checkbox"/> Process bills/payments | <input type="checkbox"/> Write thank you notes |
| <input type="checkbox"/> Update the website | <input type="checkbox"/> Write reports | <input type="checkbox"/> Schedule presenters |
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5. In order to transition the tasks marked in Question #4 to volunteers, what additional tools, help or support do I need?

Skills of a Lifetime

Explore and record the skills, interests, talents or knowledge you have gained throughout your life. This could be from education, work, volunteering and all of your prior experiences that may help determine future activities and roles you would like to take as a volunteer.

Areas/Examples	Your Skills/Talents/Experience
Writing (creative writing, journaling, website writing, etc.)	
Leadership (politics, club officer, supervisor, committee chair, etc.)	
Training /Teaching Experience	
Event Planning (projects, group activities)	
Social Media (enjoy blogging, facebook, twitter, etc.)	
Health/Physical Activity (enjoy an active lifestyle, interest in health promotion)	
Sales (asking for things, selling, fundraising)	
Clerical (typing, filing, computers, etc.)	

Computer (familiarity & interest in working with computers or teaching computer skills to others)	
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Areas/Examples	Your Skills/Talents/Experience
Mentoring (friend/role model/tutor to children, co-workers, disabled, etc.)	
Safety (emergency preparedness, first aid, etc.)	
Intergenerational Activities (work with kids/young adults)	
The Great Outdoors (enjoy hiking, biking, etc.)	
Crafts (sewing, woodworking, etc.)	
Homemaking (cooking, gardening, decorating)	
Political (interest, participation, volunteer)	
Other Groups I Belong To (professional associations, community groups, etc.)	
Other	