

# CVA Certified Volunteer Administrator Practice Test Questions and Answers

## 1. What is the primary responsibility of a Certified Volunteer Administrator?

- A) Managing financial budgets exclusively
- B) Recruiting, training, and managing volunteers effectively
- C) Conducting board meetings
- D) Handling media relations only

## 2. Which principle is fundamental to effective volunteer management?

- A) Volunteers should work without any recognition
- B) Matching volunteer skills and interests with appropriate roles
- C) Volunteers should handle all administrative tasks
- D) Minimal training is sufficient for all volunteers

## 3. What is a key component of volunteer risk management?

- A) Avoiding background checks to save time
- B) Implementing proper screening and safety protocols
- C) Assigning volunteers to any available task
- D) Eliminating all volunteer insurance coverage

## 4. How should volunteer recognition programs be designed?

- A) Only provide recognition at the end of the year
- B) Offer meaningful, regular acknowledgment tailored to volunteer preferences
- C) Focus exclusively on monetary rewards
- D) Limit recognition to top performers only

Answers: 1-B 2-B 3-B 4-B

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