**Volunteer Coordinator Resume**

**Jeff Davis**

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**OBJECTIVE**: Seeking a position as a Volunteer Coordinator with ABC Company utilizing excellent communication and organizational skills in a manner befitting the organization.

**HIGHLIGHTS OF QUALIFICATIONS**
• 2 years of work experience as a Volunteer Coordinator
• Proficient in identifying and hiring volunteers for different causes
• Highly skilled in developing training material for new volunteers and locating additional resources as augmentation
• Demonstrated ability to plan and execute volunteer meetings in order to distribute work duties and discuss progress
• Experienced in determining priorities and working accordingly
• Proficient in MS Office Suite

**ACCOMPLISHMENTS**
• Designed and implemented a roster system that tracked volunteer work hours and activities in order to determine weak links
• Coordinator of the month – Nov 2010

**EXPERIENCE**
March 2013 – Present
Bluebirds, New York, NY
**Volunteer Coordinator**
• Act as an initial point of contact for new volunteers
• Recruit and train volunteers for specific work duties
• Develop comprehensive volunteer plans that includes all duties from recruitment to wrapping up
• Manage background screen checks before hiring volunteers
• Maintain records of volunteers’ personal information and all project assigned

**EDUCATION**
New York City University – New York, NY – 2006
Bachelor’s Degree in Mass Communication

**ADDITIONAL SKILLS**
• Ability to work in a multi-disciplinary team
• Profound ability to work in a multi ethnicity team
• Demonstrated ability to multitask
• Self directed