**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