
Volunteer Manager Resume

Job Objective

Searching for Volunteer Manager position where my skills and special training can be used for the good of the company.

Highlights of Qualifications:

- Experience in administering programs, managing all volunteer programs and monitoring all functions in community
 - Operational knowledge of computer and programs
 - Exceptional knowledge of current volunteer trends and resources
 - Remarkable ability to identify and resolve problems
 - Immense ability to work independently
 - Good communication skills in both written and oral forms
 - Skilled to work with cross functional teams
-

Professional Experience:

Volunteer Manager

WGBH Educational Foundation, Wadena, MN

October 2008 – Present

- Developed and executed all objectives for volunteer programs and ensured compliance to company organization.
- Prepared budget for all volunteer program activities.
- Reviewed various volunteer programs and identified areas of improvements.
- Administered all volunteer policies and procedures according to organization policies.
- Determined various promotion methods of programs and developed ways to obtain more volunteers for same.
- Monitored all aspirants and ensured selection of right volunteer and checked skills sets of recruits.
- Trained organization staff on working in coordination with volunteers.
- Provided necessary training to volunteers, enabled understanding of program and organization goals.

Volunteer Supervisor

GOODWILL INDUSTRIES, Wadena, MN

August 2003 – September 2008

- Developed systems to recognize appropriate volunteers for programs and provided necessary training.
- Coordinated with staff and ascertained volunteer needs and requirements.
- Established descriptions for job of volunteers and facilitated working of staff.
- Supervised working of volunteers.
- Prepared and maintained files for each and individual volunteers.
- Oversaw volunteer activities and prepared reports.

Volunteer Coordinator

HospiceCare Inc, Wadena, MN

May 1998 – July 2003

- Managed and recruited volunteers for programs.
 - Monitored all volunteer activities and ensured it met organization requirement.
 - Supervised training and orientation of all volunteer services.
 - Assisted team members in designing necessary training documents.
 - Documented all records of volunteer activities.
 - Developed retention activities for various events and managed volunteers accordingly.
-

Education:

Bachelor's Degree in Marketing

Bramson ORT College, Forest Hills, NY

[Build your Resume Now](#)