

Director of Volunteer Services

ROBERT SMITH

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Objective

Seeks to find a career opportunity, which one can positively impact others, while drawing on education and the experiences of 28 years in the medical/clinical and retail fields, including managerial and supervisory positions.

Skills

Management, Marketing, Microsoft Office, Event Planning.

Work Experience

Director of Volunteer Services

BridgeWay Hospice - 2014 - 2020

- Evaluated the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.
- Spoke to community groups to explain and interpret agency purposes, programs, and policies.
- Worked as part of a health care team to assess patient needs, plan, modify care and implement interventions.
- Established and maintained relationships with patients, families, staff, agencies and organizations in community.
- Prepared and maintained records and reports, such as budgets, personnel records, or training manuals.
- Recruited, interviewed, trained, and supervised volunteers, while maintaining compliance for State, Federal, and Corporate auditors.
- Provided in-services monthly and recognition events for volunteers.

Director of Volunteer Services

Delta Corporation - 2012 - 2014

- Recruited, scheduled and communicated with individual and group volunteers for weekly home construction projects in revitalization neighborhoods .
- Managed over 250 active auxiliary and volunteer members Managed hospital volunteer program resulting in substantial cost savings to hospital .
- Increased sales of gift shop up to 50% with .
- Managed multi-facility volunteer program, including maintenance of CMS 5% match requirement, compliance monitoring, and reporting Initiated and .
- Delivered related training to volunteer and non-volunteer staff Co-chaired We Honor Veterans committee and member of safety, comprehensive emergency .
- Wingate, North Carolina (Nursing Home) Worked with residents and volunteers in different activities (i.e.
- brain games, art, bingo, and social interaction).

Education

