

ROBERT SMITH

Director of Volunteer Services

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A prompt, professional, and reliable person who has always been a positive role model for others and is a strong leader in a classroom and professional environment. Always follow instructions, pays attention to detail, and demonstrates the ability to work well in a fast-paced work environment. Excellent communication skills and builds rapport easily with students and work colleagues alike.

2008 - 2016

DIRECTOR OF VOLUNTEER SERVICES - ABC CORPORATION

- Responsible for the recruitment, selection, training, and management of the institutions volunteer staff for both hospice and the long-term care facility.
- Ensured compliance with the federal guidelines governing hospice care as it relates to volunteers.
- Created and delivered federally mandated training programs.
- Tracked volunteer visits and activity for compliance and reporting as required by State and Federal regulations.
- Interviewed and assessed the needs of family members and hospice clients to determine how volunteers can provide needed assistance.
- Member of the leadership team and hospice team responsible for reporting volunteer visits and relaying patient concerns to facilitate the coordination of care.
- Interviewed and placed university students applying for Internships and specialized volunteer positions.

2006 - 2008

DIRECTOR OF VOLUNTEER SERVICES - DELTA CORPORATION

- Administered volunteer program and coordinated volunteer efforts to ensure quality care for patients/families Recruited, trained and supervised .
- Volunteer Management, training and support to over 200 volunteers Developing volunteer position descriptions, screening potential volunteers (.
- Promote the volunteer program to gain community support for the organization Manage approximately 125+ volunteers weekly to serve over 300 guest a .
- Complete Data entry assignments through Microsoft Excel to keep account of each volunteer serving Ensured over 500+ companies, individuals and .
- Perform management, administrative and technical work directing a comprehensive volunteer service program for five correctional institutions .
- Administrative work directing a comprehensive volunteer service program for a large skilled nursing home facility Maintained and oversaw departmental .
- Advanced into senior leadership role .

EDUCATION

Master of Arts in Spiritual and Pastoral Care - (Loyola College of MD)

SKILLS

Dedicated Nursing Professional, Data Management, Leadership, Team Management.