

# Curriculum Vitae

## CAREER HISTORY

**VOLUNTEER COORDINATOR** – Charity - Leeds - April 2011 to Present  
Primarily responsible for managing and coordinating the day to day activities of both volunteers and paid staff alike. Also in charge of creating and promoting a timetable/programme of monthly activities, as well as ensuring that all volunteering activity is carried out safely and to a high quality level.

### Duties;

- Organising profile and fund raising events.
- Ensuring a safe working environment.
- Training/supporting other volunteers.
- Welcoming & directing all visitors.
- Providing administrative support.
- Writing reports for managers.
- Answering visitor questions.

Wildlife Charity - Birmingham  
**FUNDRAISER** - 2009 - April 2011

## KEY COMPETENCIES

### Professional

- Managing budgets effectively.
- Always being safety conscious.
- Knowledge of Health & Safety.
- Having a strong customer focus.
- Can manage a high volume work-load and conflicting priorities.

### OTHER AREAS OF EXPERTISE;

Customer care, opening

developing, delegating work, giving advice, giving presentation to groups, IT skills, carrying out surveys, volunteer management, welcoming visitors, transporting athletes, helping out behind the scenes, monitoring and evaluating the work of other volunteers, writing correspondence

**PERSONAL SKILLS;** leadership skills, influencing people, making people feel secure relaxed and comfortable, listening and talking to people, having a pleasant and patient manner, being dependable, problem solving, developing relationships, assessing an organisations needs and then acting upon those, developing and delivering training courses for other volunteers, experience of working in both the public and private sectors.

# David Jones Volunteer

## PERSONAL SUMMARY

A enthusiastic team player who has considerable experience of working as a volunteer co-ordinator, and who right now possesses a strong desire to work as a events Volunteer and make a significant impact on the running of any major sporting tournament. David is able to keep a level head at all times, and considers no job too big or too small.





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