

# Brighton Tobeck

Volunteer Coordinator

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## Education

### Bachelor of Arts in Social Work at University of Minnesota, Twin Cities, MN

Aug 2017 - May 2022

Relevant Coursework:  
Introduction to Social Work, Human Behavior and Social Environment, Social Work Practice, Social Policy and Advocacy, Research Methods in Social Work, Cultural Competence in Social Work, Field Education and Seminar, Case Management, Crisis Intervention, and Mental Health Practice.

## Links

[linkedin.com/in/brightontobeck](https://www.linkedin.com/in/brightontobeck)

## Skills

Communication

Organization

Leadership

Empathy

Adaptability

Microsoft Excel

Time management

## Languages

English

Arabic

## Profile

Dedicated Volunteer Coordinator with 1 year of experience in recruiting, training, and managing volunteers for various organizations. Proficient in developing and implementing volunteer programs, tracking volunteer hours, and organizing events. Skilled in fostering strong relationships with volunteers and community partners, ensuring a positive experience and promoting organizational goals. Adept at multitasking and problem-solving, with excellent communication and interpersonal skills.

## Employment History

### Volunteer Coordinator at HandsOn Twin Cities, MN

Apr 2023 - Present

- Successfully recruited, trained, and managed over 300 volunteers for various community programs and events within one year, resulting in a 25% increase in volunteer engagement at HandsOn Twin Cities.
- Implemented a new volunteer management software system that streamlined the volunteer onboarding process, reducing administrative time by 40% and increasing volunteer satisfaction by 20%.
- Developed and executed a targeted marketing campaign that increased volunteer inquiries by 35% and led to a 15% growth in the organization's volunteer base within six months.
- Spearheaded a partnership with local businesses and schools, which led to the creation of a corporate volunteer program that engaged more than 50 new volunteers and contributed over 1,000 hours of service to the community.

### Assistant Volunteer Coordinator at VolunteerMatch, MN

Jul 2022 - Feb 2023

- Successfully recruited and onboarded over 500 volunteers within the first year, resulting in a 25% increase in overall volunteer participation for various projects and events at VolunteerMatch, MN.
- Streamlined the volunteer management process by implementing a new database system, leading to a 40% reduction in administrative tasks and improving efficiency in volunteer coordination efforts.
- Developed and executed a comprehensive volunteer training program, which led to a 90% retention rate of volunteers and a 30% improvement in volunteer satisfaction based on feedback surveys.

## Certificates

### Certified Volunteer Manager (CVM)

Aug 2021

### Certified in Volunteer Administration (CVA)

Mar 2020