

Chad Driscoll

3799 Village Run Dr.

Unit 1004

Des Moines, IA 50317 US

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Availability:**Job Type:** Permanent**Work Schedule:** Full-Time**Desired locations:**

United States

Work Experience:**Iowa Commission on Volunteer Service**

200 East Grand Avenue

Des Moines, IA 50309 United States

01/2012 - Present**Hours per week:** 40**AmeriCorps Program Officer, Education & Youth Development****Duties, Accomplishments and Related Skills:**

- Develop and implement technical assistance plans for more than 15 AmeriCorps and National Service programs including technical assistance concerning project planning and implementation, best practices, and compliance with state and federal requirements
- Review, negotiate, and implement contracts and funding agreements with subgrantees
- Conduct site visits to monitor and evaluate performance of subgrantees to assure compliance
- Coordinate and maintain effective community and state-wide partnerships for the advancement of community collaborations around children & youth and volunteer management

Supervisor: Adam Lounsbury (515-725-3099)**Okay to contact this Supervisor:** Contact me first**Big Brothers Big Sisters of the Mississippi Valley**

130 West 5th Street

Davenport, IA 52801 United States

07/2010 - 01/2012**Hours per week:** 40**AmeriCorps Program Director and HR Coordinator****Duties, Accomplishments and Related Skills:**

- Facilitate two state AmeriCorps grants by reporting performance measures, performing member evaluations, maintaining member folders, and corresponding with regional site supervisors regularly

- Recruit, train, and evaluate over 30 AmeriCorps members
- Implement and facilitate over four trainings and four community service projects per year
- Create, maintain, and correspond with over 10 community partnerships and networks
- Maintain personnel files, interview and enroll new staff, oversee HR issues and concerns

Supervisor: Jay Justin (563-323-8006)

Okay to contact this Supervisor: Yes

Big Brothers Big Sisters of the Mississippi Valley

130 West 5th Street

Davenport, IA 52801 United States

10/2008 - 07/2010

Hours per week: 40

Special Events Coordinator & Match Support Specialist

Duties, Accomplishments and Related Skills:

- Correspond and monitor with 100 active matches in the Site-based Program on a weekly basis
- Coordinate, perform, and supervise several special events and fundraising efforts for the agency region wide
- Create and maintain multiple databases with corporate, individual giving, and volunteer information
- Responsible for raising a quarter of a million dollar operating budget
- Evaluate performance of about 50 volunteers on a regular basis

Supervisor: Jay Justin (563-323-8006)

Okay to contact this Supervisor: Yes

St. Ambrose University

518 West Locust Street

Davenport, IA 52803 United States

09/2006 - 09/2009

Hours per week: 30

Rogalski Center Building Manager & Evening Events Coordinator

Duties, Accomplishments and Related Skills:

- Hold manager responsibilities by being a key holder of the facility and handle contracts
- Conduct positive customer service and communication to all users of the facility
- Process requests, coordinate set-up needs, and work with users for all events in the facility
- Oversee, train, and inform 4-6 student workers on the job tasks and requirements
- Operate and set-up technical and AV equipment for workshops, meetings, and presentations

Supervisor: Veronica Riepe (402-472-8154)

Okay to contact this Supervisor: Yes

Big Brothers Big Sisters of the Mississippi Valley

130 West 5th Street

Davenport, IA 52801 United States

09/2006 - 09/2008

Hours per week: 20

AmeriCorps Member, Site-based Coordinator

Duties, Accomplishments and Related Skills:

- Approved, matched, and monitored matches in the mentoring program
- Establish and maintain relationships with other colleges and universities and administration
- Present information on Big Brothers Big Sisters and recruit at job fairs and special events
- Plan, organize, and implement activities for onsite programs for groups up to 100 grade school and college students
- Organize, expand, and facilitate service projects for AmeriCorps members in our agency

Supervisor: Jay Justin (563-323-8006)

Okay to contact this Supervisor: Yes

Education:

St. Ambrose University Davenport, IA United States

Bachelor's Degree 12/2008

GPA: 3.625 of a maximum 4.0

Major: Psychology and Business Management **Minor:** Organizational Leadership and Music **Honors:** Cum Laude

Relevant Coursework, Licenses and Certifications:

Bachelor of Arts in Psychology and Business Management, St. Ambrose University, Davenport, IA

Minors: Organizational Leadership and Music Graduation Date: December 2008 GPA: 3.625/4.0

Honors: Psi Chi Honor Society, Omicron Delta Kappa, Dean's List, Ambrosian of the Month, Cum Laude

Job Related Training:

Professional Development & Training

Association for Fundraising Professionals (AFP) – Mentoring Program, January 2010-June 2010

Bridges out of Poverty by Ruby K. Payne, Ph.D. – Cultural Economic Training, April 2007

de Bono's Six Thinking Hats – Time Management Training, June 2008

Fundamentals of Human Resources – 6 week online class, Spring 2011

Iowa Nonprofit Summit – Iowa Commission on Volunteer Service, November 2010, 2011, 2012 & 2013

LeaderShape Conference – Leadership Institute, June 2006

Life After AmeriCorps Training, Jan, April & Aug 2010 & Nov 2011 (Presented Training Session)

Major Gifts: Finding the Perfect Donors by Benevon, February 2009

National Association for Campus Activities (NACA) – Programming Conference, 2004-2008, 2010 (Presented Ed-Session)

National Service & Disability Inclusion Conference – National Service Inclusion Project, December 2010 & December 2011

Ready2Serve – The Network of the Quad Cities, Spring 2010

Strategic Planning Sessions for Big Brothers Big Sisters, Summer 2008, 2009, 2010 & 2011

Strategic Planning Sessions for St. Ambrose University, 2004-2008

Affiliations:

AmeriCorps Alums - Chapter Liaison & Volunteer Leader
St. Ambrose University Alumni Board - Board Member
Young Nonprofit Professionals Network - Board Member/Treasurer
Young Professionals of Iowa - Board Member/Secretary

References:

References available upon request

Additional Information:**Profile**

Self-motivated and service oriented professional with more than seven years of non-profit and volunteer management experience with an emphasis in National Service. Five plus years of experience planning and coordinating events. Experience with strategic planning for non-profit organizations.

Volunteer Experience

AmeriCorps Alums, Quad Cities, Fall 2009-January 2012/Des Moines, January 2012-Present

Chapter Liaison

Coordinate & advise a portfolio of chapters in the Midwest. Assist leadership in organizing, supporting, and implementing service events, member initiatives, and help recruit chapter leadership. Work directly with the AmeriCorps Alums national office on these initiatives. Volunteer trainer for AmeriCorps Alums at various events and functions. Attended AmeriCorps Day at the Capitol at the Whitehouse in Washington, DC.

Big Brothers Big Sisters, Davenport, IA, 2009-January 2012 & Des Moines, IA, October 2012-Present

Lunch Buddy

Mentoring a grade school child over lunch once a week and creating a lifelong friendship.

10,000 Hours Quad Cities (10KQC), Quad Cities, 2005-2010

Operations Director & Advisor, 2008-2010

Collaborate with United Way of the Quad Cities Area and area colleges and high schools to promote volunteering within the community. Coordinate, lead, and operate a large concert celebration at the end of the project for all volunteers who donate 10 hours or more of community service.

Service Trip volunteer, New Orleans, LA, January 2006 & 2008 (St. Ambrose University)

Worked with Christopher Homes organization to assist with maintenance and clean up after Hurricane Katrina.

Service Trip volunteer, Chicago, IL, January 2005 (St. Ambrose University)

Worked with area service agencies (food distribution, homeless shelter, after-school program, soup kitchen) coordinating services.

Computer/Technical Skills

Microsoft Office 2000, 2007 & 2010: Word, Excel, PowerPoint, Outlook, Access; Blackboard and Internet Research; proficiency in virtual & social communication mediums (Skype, Google Docs, Facebook, Twitter, Wiggio, conference calls, sound & microphone plug ins); familiar with Apple IMAC technology.