

Timothy Purvis
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To whom it May Concern:

I believe in the power of people and the impact that it can have on a person's life. The idea of being part of an organization that works to empower and lift up people is of great interest to me.

In my most recent position as a District Executive with the Denver Area Council Boy Scouts of America, I work with a variety of volunteer groups to ensure that quality programs are provided to youth. As part of this position, I work to build relationships with volunteers, donors, schools, co-workers, and community partners and serve as the primary point of contact for all those associated with Scouts in the Lakewood, Littleton, Evergreen, and Conifer areas. To support the Boy Scout program I work directly with volunteer groups to provide training and logistical support for District sponsored events, this means working to get purchase orders approved, and advertising events through newsletters and word of mouth, as well as providing onsite support for volunteer groups during the event. Additionally, I work in collaboration with volunteer groups to tailor needs and resources to these communities and individuals. I also work to analyze event registration, donor reports, volunteer feedback, and internal feedback to learn how to improve programs for all involved.

I have worked in several areas within the social sector, as can be seen in my resume, and have experience studying concepts and practices associated with the idea that every person, regardless of age, skill level, or education deserves opportunities to realize their full potential. At Sustainability Recycling I witnessed the amazing impact that individuals with developmental disabilities can have on the workforce. Similar to individuals with developmental disabilities youth are a population that is often undervalued in our communities, and they deserve opportunities to unlock their full potential. During my time with AmeriCorps both in Baltimore and in Miami I worked with diverse populations and gained an understanding of cultural differences. While working with City Year I worked directly with students who were enrolled at an under resourced school. I helped to mentor and tutor these students to empower and encourage positive behavior and learning. I also led a team of my peers in our primary mentoring program by providing discussion ideas, activities, and handling logistical needs. I helped to encourage students to do their best and was inspired by the students' ability to change, learn, and overcome challenges.

In addition to these most recent work experiences, I have a Master's Degree in Non-Profit Management. During my studies I learned about the importance of clear communication and the connection this has to organizational and volunteer success. What's more, I received a Bachelor of Science degree in Sociology from Northern Arizona University. While at NAU I also minored in Social Work and strongly believe in the concepts of social justice. I am confident that my education, work experience, and beliefs in the empowerment of people make me an excellent candidate for this position.

I look forward to the opportunity to interview with you and can be reached by phone or email if you have any questions.

Thank you for your consideration.

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Objective:

Knowledgeable and motivated individual looking to be part of an organization that empowers individuals to achieve success

EDUCATION

Regis University, Denver, CO August 2015 – December 2017
Masters in Non-Profit management

Relevant course work: Leading from Within, Resource Development, Social Justice, Conflict Resolution, Legal and Ethical issues, Strategic Human Resources

Northern Arizona University, Flagstaff, AZ August 2009 - December 2012
B.S in Sociology

Relevant course work: Social Problems, Social Work People to People, Social Policies and Legislation, Research Methods, Social Welfare Policy Practice, Social Work Crisis Intervention Methods

Dean's List Fall 2011 through Fall 2012

RELEVANT WORK EXPERIENCE

Boy Scouts of America Denver Area Council February 2017 – Present
District Executive

- Managed a network of over 200 volunteers from the Lakewood, Littleton, Conifer and Evergreen communities
- Worked to support over 100 Boy Scout troops/ Cub Scout Packs to ensure youth are provided quality programming and volunteers are supported
- Oversee budgets ranging from \$100-\$5,000 to support 10 different events throughout the year each of which was volunteer led and professionally guided
- Recruited volunteers to lead programs and fill key rolls such as or Popcorn and fundraising Chair, Membership and Recruitment Chair, and Day Camp Director
- Provided leadership and continuous training including youth protection training to various volunteer groups to ensure a quality and safe program for all involved
- Coordinated a fundraising campaign and raised \$45,000.
- Organized and put out a monthly newsletter to volunteers and community members about upcoming events and opportunities to support the organization

Sustainability Recycling August 2015- January 2017
Crew Supervisor/ Materials Transport Coordinator

- Operated in a leadership position providing job training to adults with developmental disabilities while working in a fast paced and ever changing environment
- Worked to mediate conflict between clients and to manage client's negative behavior as well as worked to support and encourage positive behavior
- When needed provided one on one support for clients and provided a daily assessment of clients work actions and behaviors.
- Directed a crew of 4 in transporting recyclable materials to various downstream recycling locations
- Managed materials stored at 3 different locations and coordinated material drop offs with 10 different downstream recycling companies
- Provided instruction to 3 different crews made up of 4 people each on what materials needed to be transported and when

Rebuilding Together August 2014- June 2015
AmeriCorps Volunteer

- Committed to and completed over 1,700 hours of volunteer service
- Led 3 volunteer teams in completing critical home repairs on 3 houses for low income homeowners
- Contributed to office efficacy and acted as liaison between homeowners and Rebuilding Together staff
- Expanded Rebuilding Together's network of nonprofit organizations and volunteer partners through community meetings and going door-to-door passing out fliers.
- Developed and planned an individual service project involving over 15 volunteers and in collaboration with local community members and other non-profit organizations.

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- Facilitated annual Rebuilding Together event and directed over 200 volunteers in completing home repairs on over 15 houses
- Created and organized a complete inventory list of tools, safety equipment, and building materials for the organization using an online inventory database
- Created full scopes of work for individual houses -- documenting all repair, tools, and materials required for each home

City Year Miami

July 2013-June 2014

AmeriCorps Volunteer

- Committed to and completed over 1,700 hours of volunteer service
- Led 11 team members in a student mentoring program that impacted over 55 students each week
- Worked in collaboration with a diverse group of people to improve standardized test scores, student attendance, and student behavior for students in the bottom 35%
- Taught and facilitated instruction in a middle school math class- instructing over 100 students
- Tracked and maintained records of time spent instructing students - totaling over 2,000 minutes
- Developed lesson plans for daily instruction
- Provided instruction for afterschool programs related to cultural awareness as well as tutoring sessions for reading and math that affected more than 30 students.
- Member of City Year's Civic Engagement Reserve Corps which helped to lead over 500 volunteers on multiple projects centered around school beautification

Flagstaff Adult Probation

January 2012-May 2012

Internship with Coconino County Adult probation

- Gained understanding and worked with officers in three areas of probation: drug court, intensive probation, and processing and sentencing
- Met and worked with clients as they came in for weekly meetings with officers
- Went with officers to court and recorded notes about clients' progress as it was reported to the Judge

AFFILIATIONS

- Charles Village Recreation League Volunteer Soccer Coach 2015
- Rebuilding Together Capacity Corps 2014-2015
- City Year Civic Engagement Reserve Corps 2013 - 2014
- Concrete Couch Volunteer Spring 2013
- Restorative Justice Volunteer 2013-2015
- Eagle Scout 2007

Skills

- Volunteer management, project planning, and project management
- Microsoft Word, Excel, and PowerPoint, critical thinking, and writing
- Time management, Knowledge of data entry systems
- Driving a 26 ft. box truck, operating a fork lift.

References

- Cory Slack: Associate Director of Colorado Alumni engagement for Colorado State University- (805) 207-5234
- Sam Rodriguez: Program Director of Sustainability Recycling- (720) 301-2407
- Steve Wood: Director of Concrete Couch - (719) 685-4422
- Robin Spaulding: Restorative Justice Facilitator and Mediator - (719) 641-2579