

Community Engagement Coordinator

Training & Volunteer Resources

Connections Volunteer Center, a program of HelpLine, is seeking an energetic, self-motivated, compassionate, and organized person to work as part of their team serving Delaware County. Connections Volunteer Center promotes volunteerism with a primary focus on engaging older adults to help maintain physical & mental health and wellness. The Community Engagement Coordinator - Training & Volunteer Resources position is responsible for the coordination of volunteer programs including the online volunteer database that tracks volunteer needs, hours, and responses (Get Connected), the county's largest day of service (Make A Difference Delaware County) that hosts 500 volunteers helping older adults, and co-facilitating the intergenerational program (Sages & Seekers) connecting older adults with high school students. This position also provides assistance to the Senior Companion Program which connects older adults with volunteers to help reduce loneliness and isolation. The Community Engagement Coordinator - Training & Volunteer Resources position is also responsible for coordinating community trainings that offer continuing education units for Counselors and Social Workers as well as coordinating HelpLine staff trainings for agency continuing education requirements. This position works to maintain positive relationships with nonprofits in the community, and is based in Delaware County. This part time (28 hours/week) position is supervised by the Connections Program Director and is eligible for Alternative Work Arrangements (hybrid).

RESPONSIBILITIES

- + Plan, organize, and manage Connections' community training program offering Continuing Education Units to Counselors and Social Workers.
- + Maintain Connections' provider license through the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.
- + Coordinate HelpLine staff training in coordination with agency continuing education requirements.
- + Attend community meetings and maintain positive relationships with key players related to serving organizations in a volunteer capacity.
- + Lead in the coordination of Make a Difference Delaware County.
- + Manage online database of volunteers and agencies including input of data, developing necessary reports for funding partners, and meeting with nonprofit partners as needed.
- + Meet timelines, goals and objectives, outcomes of projects and provide written reports, maintain statistics, and other materials documenting projects.
- + Assist in tasks related to the Senior Companion Program.
- + Develop and send training and volunteer e-newsletters.
- + Interview volunteer applicants and match their skills and desires to appropriate volunteer programming offered by Connections.
- + Serve on community and agency committees where appropriate.
- + Maintain working relationships with Volunteer Coordinators/Directors from area nonprofit agencies.
- + Promote the mission of the Connections Volunteer Center to the community through personal contact and disseminating literature.
- + Meet with the Connections Program Director regularly.
- + Perform additional tasks as required by the Connections Program Director.



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- + Participate in staff cross training.
- + Maintain continuing education as required.

REQUIRED QUALIFICATIONS

- + Four year degree in Human Services, Social Work, or related field, preferred
- + Minimum of 2 years volunteer management experience
- + Proficient with computer and data management
- + Demonstrated success and experience in project management
- + Excellent interpersonal skills
- + Ability to communicate effectively both orally and in written form
- + Ability to manage multiple tasks simultaneously
- + Ability to work independently and cooperatively
- + Experience working with a culturally diverse population
- + Ability to promote activities through social media
- + Ability to work flexible hours (evening and weekend hours required, as needed)
- + Must pass background check and Motor Vehicle Record check

Although not required the following skills/abilities are highly desirable:

- + Professional, volunteer, or lived experience working in areas related to behavioral/mental health
- + Experience working with adults ages 55 and older

WHY WORK FOR HELPLINE

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

- + Part-time (28 hour) non-exempt position with competitive salary with personal growth and professional development opportunities. Salary range \$26,000 - \$30,000
- + Outstanding total rewards package, which includes but not limited to:
 - o Simple Individual Retirement Account (IRA) – annual 2% HelpLine contribution, no match requirement and vested at enrollment.
 - o Voluntary life insurance and other optional benefits are available.
 - o Employee assistance program
- + Earned vacation and sick time.
- + Mileage reimbursement for all work-related travel.
- + We are committed to supporting our staff wellness through trauma-informed supports for NEW: we offer staff a subscription to HeadSpace which is a comprehensive online mindfulness and meditation platform as well as other wellness initiatives.
- + Self-care and wellness are valued by our agency and supported and promoted with consistency and accountability.



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- + HelpLine values diversity, inclusion, and strives for a healthy work/life balance.

HOW TO APPLY

For full consideration, please submit a **complete application** consisting of a cover letter and resume to Suzanne Pingry, Connections Program Director at spingry@helplinedelmor.org. Applications will be accepted until the position is filled.

ABOUT US

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. Connections Volunteer Center promotes volunteerism at local nonprofits with a focus on engaging adults ages 55+ to promote physical and mental health. All of these programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit helplinedelmor.org.

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.