



*The community's go-to for supporting and empowering change.*

# Sexual Assault Response Network Volunteer & Training Coordinator

HelpLine is seeking an energetic, self-motivated, and highly organized individual to provide supervision of volunteer rape crisis advocates, coordination and implementation of volunteer recruitment strategies, and oversee community outreach and training events in a regional area (Delaware, Morrow, Crawford, Wyandot, and Union). This position for the Sexual Assault Response Network (SARN) focuses on building a volunteer cohort that provides 24/7 rape crisis response to hospitals, law enforcement agencies, and some corrections facilities. Responsibilities include building and maintaining community partnerships and supporting outreach efforts to recruit volunteers. This position also coordinates and implements community awareness-raising events, trainings, and volunteer continuing education. This position will also assist with on-call advocacy response. SARN staff engage with survivors, communities, and partners through trauma-informed, anti-oppression, victim-centered services. The program has three offices across our five-county service region (Delaware, Mt. Gilead, Upper Sandusky); the home office is at the Delaware location, with days scheduled in the other SARN offices. This position is eligible for Alternative Work Arrangements (hybrid).

## **RESPONSIBILITIES include, but are not limited to:**

- + Recruit, train, and support HelpLine's SARN volunteers to provide on-call rape crisis advocacy and community outreach
- + Coordinate volunteer trainings, in collaboration with SARN team. Coordinate monthly SARN volunteer advocate meetings for continuing education and team building, and coordinate volunteer recognition activities
- + Document volunteer activities and collect data according to agency practices
- + Coordinate community education, trainings for allied professionals and community members, and outreach strategies to increase SARN referral and volunteer recruitment sources
- + Schedule SARN volunteers for monthly on-call calendar, maintain documentation and reports required for grants
- + Flexibility in scheduling as this position may include on-call availability and some evening and weekend shifts, a responsibility shared by all SARN staff with earned compensatory time.



*The community's go-to for supporting and empowering change.*

- + Participate in community meetings, coalitions, and/or Sexual Assault Response Team (SART) meetings and activities, to ensure comprehensive care for sexual assault survivors. Assist SARN coordinators with SARN events.
- + Ensure trauma informed and culturally sensitive services and provide outreach to underserved populations

## REQUIRED QUALIFICATIONS

- + Bachelor's degree in social work or related field with a minimum two years' experience in field of mental health or human services, with a minimum one year of experience coordinating volunteers, trainings, and/or projects; OR
- + Associate's Degree with a minimum of four years' experience in the field of mental health or human services, with a minimum one year of experience coordinating volunteers, trainings, and/or projects
- + Excellent organization and record keeping skills with strong skills in computer/technology use and database software for documentation
- + Excellent interpersonal communication, public speaking skills, and community networking skills
- + Cultural humility and the ability to work sensitively and inclusively with diverse communities and survivors
- + This is a full-time position and requires flexibility in scheduling. Position includes some evening and weekend shifts and the ability to travel to all three office locations
- + Reliable transportation required, as well as driver insurability, and ability to pass a Motor Vehicles Report and a BCI background check
- + Registered Advocate credentialing applied for with the expectation of completion within 24 months of hire

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

- + Registered advocate status preferred
- + Completion of a 40-hour victim services training



*The community's go-to for supporting and empowering change.*

- + Working knowledge of sexual violence including sexual assault, stalking, relationship violence, and inclusive service delivery

## **WHY WORK FOR HELPLINE / HELPLINE'S TOTAL REWARDS PACKAGE**

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:

- + Full-time, non-exempt position with competitive salary with personal growth and professional development opportunities. Salary range: \$18-22.
- + Outstanding total rewards package, which includes but not limited to:
  - o 100% employee health, life, dental and Long-Term Disability (LTD) premium coverage
  - 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
- + Alternative Work Arrangement eligible (hybrid).
- + Mileage reimbursement for all work-related travel.
- + Trauma-informed work sites, team-building, and supervision. Secondary-trauma support and activities. Self-care and wellness are valued by our agency and supported and promoted with consistency and accountability.
- + HelpLine values diversity, inclusion, and strives for a healthy work/life balance.

## **HOW TO APPLY**

For full consideration, application materials must include a cover letter and resume. Send these items to Christina Jones at [cjones@helplinedelmar.org](mailto:cjones@helplinedelmar.org) or mail to 118 Stover Dr., Ste. B, Delaware, OH 43015. Applications will be accepted until the position is filled.



*The community's go-to for supporting and empowering change.*

## **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. 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](http://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.

***Last Revision 5.15.25***