

Help connect people with opportunities to make a difference.

For more than 50 years, HelpLine has provided compassionate support to individuals and families throughout our communities through 24/7 crisis intervention, resource navigation, prevention education, advocacy services, and volunteer programs. Every day, our team helps people navigate some of life's most difficult moments.

We're looking for an energetic, organized, and relationship-focused **Community Engagement Coordinator – Volunteer Resources** to strengthen volunteerism throughout Delaware County by connecting individuals with meaningful opportunities to serve. This position coordinates community volunteer initiatives, builds partnerships with local nonprofits, and creates engaging volunteer experiences that inspire people – particularly adults ages 55 and better – to make a lasting impact in the community.

This part-time 20-hour per week position is hybrid-eligible and based in our Delaware office.

What You'll Do

As our **Community Engagement Coordinator – Volunteer Resources**, you'll help connect volunteers with meaningful opportunities while supporting community organizations by:

- + Leading the coordination of *Make A Difference Delaware County*, including volunteer recruitment, project matching, event communication, and program reporting.
- + Building and maintaining relationships with nonprofit organizations, volunteers, and community partners.
- + Managing and maintaining the *Get Connected* online volunteer database, including volunteer opportunities, agency information, and partner support.
- + Coordinating *Volunteer Happy Hour* projects with older adult living communities and community partners.
- + Co-facilitating the *Sages & Seekers* intergenerational program.
- + Partnering with the Marketing & Development team to develop content for newsletters, social media, and the Connections website.
- + Tracking program outcomes, maintaining documentation, and preparing reports that support program goals and grant requirements.
- + Participating in community meetings and outreach activities that strengthen volunteer engagement throughout the region.

What We're Looking For

The ideal candidate is an organized, relationship-driven professional who enjoys connecting people, building community partnerships, and creating meaningful volunteer experiences.

Required Qualifications:

- + Bachelor's degree in Human Services, Social Work, or a related field is preferred.
- + Minimum of two years volunteer management or related community engagement experience.
- + Excellent interpersonal, written, and verbal communication skills.
- + Strong organizational skills with the ability to manage multiple projects and priorities.
- + Proficiency with computers, databases, and data management systems.
- + Ability to work independently while collaborating effectively with community partners and internal teams.
- + Experience working with adults ages 55 and better.
- + Valid driver's license, an acceptable driving record, and the ability to successfully complete required background checks.



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

Additional Experience We'd Like to See:

While not required, the following experience and qualifications are highly valued:

- + Professional, volunteer, or lived experience related to behavioral or mental health.
- + Experience working with culturally diverse populations.
- + Experience coordinating volunteers, community events, and nonprofit partnerships.
- + Experience with volunteer management software, community outreach, or public engagement initiatives.

Why Join HelpLine?

When you join HelpLine, you're joining a respected nonprofit organization with a long history of serving the community while investing in its employees. We believe in creating a workplace that supports professional growth, personal well-being, and meaningful work.

Our Total Rewards Include:

- + Pay: \$18 - \$22 per hour.
- + 100% Company-paid life insurance premium coverage.
- + Employee Assistance Program (EAP).
- + Simple IRA with a 2% employer contribution (no employee match required and immediate vesting).
- + Optional voluntary benefits.
- + Paid vacation and sick time.
- + Mileage reimbursement for approved business travel.
- + Professional development and growth opportunities.
- + Eligible for Alternative Work Arrangements (hybrid).

About HelpLine

HelpLine is the region's comprehensive 24/7 resource for crisis intervention, information and referral, prevention education, advocacy, and community support. We work every day to strengthen emotional health and wellness by connecting individuals with the services, education, and resources they need to thrive.

Our team proudly services communities across eight counties through compassionate service, trusted partnerships, and a commitment to improving lives.

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.