

Employment Opportunity

Volunteer Program Assistant Full-Time and Benefits-Eligible

The YWCA Sexual Assault Crisis Service is seeking a full-time Volunteer Program Assistant. *This position is 30 hours a week and is benefits-eligible.* The Volunteer Program Assistant will assist in the training and certification of volunteers for our 24-hour crisis hotline. Work would include recruitment and outreach to help fill volunteer classes, supporting current volunteers, assisting with the volunteer support group, providing in-services, entering data into our database, and other assignments as assigned.

Candidates must possess reliable transportation enabling them to travel extensively throughout the New Britain and greater Hartford areas. Candidates will have on-call responsibilities and work select holidays, evenings, and weekends as necessary.

Applicants must hold a Bachelor's degree or be in the process of finishing a Bachelor's degree program. State certification in lieu of a Bachelor's degree is also acceptable. Applicants must be self-starters, highly organized, and have a strong knowledge of issues related to sexual violence. State certification as a Sexual Assault Crisis Counselor is preferred but candidates can be trained from within. This is a grant-funded position.

If you are interested in applying, please submit a cover letter, resume, and three professional references to:

Caitlin Reese, SACS – Director
creese@ywcanewbritain.org

SACS – YWCA New Britain
19 Franklin Square
New Britain, CT 06051
Fax: (860) 225-7443

No phone calls please.

The YWCA New Britain is an Equal Opportunity Employer.

for every woman