



Volunteer Specialist

Wanted: Versatile energetic individual to join our team at Hands On Hartford as a **Volunteer Specialist**. You will take the lead role in coordinating and working with guests who access the participation model restaurant Gather55 by way of volunteering.

Why work at Hands On Hartford: Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 55-year-old nonprofit that values diversity, team work, and takes a strengths-based, collaborative approach to all we do.

As a Volunteer Specialist, you will do many things including but not limited to:

- Work with the Day Center and Gather 55 Teams to recruit, sign up, orient, support, train and assist guest who utilize the participation model by way of volunteering.
- Check in on volunteers to ensure proper procedures are being used.
- Along with other team members, support and monitor participant use of Day Center/cafe program rooms, entry area, bathrooms, parking lot and patio to enhance safety, security, respectful interactions and a peaceful environment.
- Identify, address and work with the team to deal with potentially unsafe, distressing or conflictual situations.
- Maintain program participant confidentiality.
- Participate in assigned program & agency trainings, committees, holiday meals, and events.

You may be a good fit if you:

- Believe in our mission and core values.
- 2+ years experiencing in leading or instructing individuals, community building, and crisis prevention.
- Excellent oral and written communication skills.
- English and fluency in Spanish preferred.
- Ability to lift and carry at least 25 pounds.

We care passionately about our employees and offer:

- Dedicated, diverse, and friendly co-workers.
- Inclusive work culture
- Compensation commensurate with experience.
- 25 hours a week, Monday – Thursday with periodic Friday for meetings/trainings.
- Paid time off-12 holidays, vacation, personal time, and sick leave.
- 401 K contribution and employer match.
- Free parking.

Pay: Range \$20-\$22 per hour.

If this sounds like a good fit to you:

**Send letter of interest & resume to: Brianna Boirie,
Community Engagement Program Coordinator
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

Email bboirie@handsonhartford.org

AA/EOE