



A CENTER FOR GRIEVING CHILDREN, TEENS AND ADULTS

## **CORNERSTONE OF HOPE – A CENTER FOR GRIEVING CHILDREN, TEENS, AND ADULTS**

### *Volunteer Coordinator*

Northeast Ohio's leading provider of bereavement services is seeking a dynamic, experienced volunteer coordinator to join our compassionate team. Cornerstone of Hope serves those who seek support after the death of a loved one, through individual counseling, support groups, and a variety of special programs that ultimately foster hope amidst the pain of grief. The Volunteer Coordinator will be responsible for all aspects of volunteerism for the organization. These main areas include the following: recruitment and training of new volunteers, regular training sessions with existing participants, creation of a recognition program, placement of volunteers to handle daily tasks and scheduled events, communication and collaboration with staff and outside agencies to accomplish stated goals, and strategic planning to offer a long-term plan for the success and continuation of the volunteer program. The Volunteer Coordinator must report all highlights to the Operations Director on a monthly basis and be able to work in a team environment. The candidate will join our staff and immediately lead our existing volunteers who consist of approximately 30 regular volunteers and over 140 active members. Must have proven success in volunteer coordination, strong presentation skills, completed a 4-year degree from a College or University in a related field of study. Raiser's Edge experience or related database is preferred. Staff panel approval before hiring. Considering part-time candidates; excellent opportunity for those who seek to balance their professional and family life. Call Francine Artiste at 216-524-HOPE (4673) if you have any questions or to confirm successful receipt of resume. E-mail resumes to: [francine@cornerstoneofhope.org](mailto:francine@cornerstoneofhope.org)