



319 S. Lincoln St., Laramie, WY 82070 * Phone: 307-742-7273 * www.safeproject.org

JOB ANNOUNCEMENT: Volunteer Coordinator / Victim Advocate

Position is full-time with excellent benefits including health care, vacation days, sick time, paid holidays, and Wyoming Retirement.

Starting salary range \$37,000 - \$39,000 DOE.

Job seekers who are bilingual in English and Spanish are encouraged to apply.

This position will remain open until filled.

Job Summary: The Volunteer Coordinator is responsible for recruiting, training, supervising, and retaining a group of 25-30 volunteers to help staff SAFE's 24-hour hotline and aid with other projects as necessary. In addition, the Volunteer Coordinator is responsible for facilitating three 40-hour advocacy trainings per year and provides ongoing training and education opportunities to SAFE Project's volunteer advocates. The Volunteer Coordinator supervises all of SAFE Project's volunteers and interns and assists the Executive Director in providing training opportunities to community members and partner agencies. This position requires excellent data entry and record keeping skills.

Advocacy duties include providing support to victims of domestic violence, sexual assault and stalking, assisting with SAFE's 24-hour hotline, legal advocacy, referrals, and crisis intervention. The selected candidate will be required to attend SAFE Project's 40-hour advocacy training in the fall unless the candidate is a current SAFE Project advocate.

Please mail or deliver to the SAFE Project office at 319 S. Lincoln St., Laramie, WY 82070, or email director@safeproject.org.

Contact Faryn at 307-742-7273 with any questions. EOE.