



PetPals Coordinator: Part-time, benefited (up to 24 hours)

FriendshipWorks' mission is to reduce social isolation, enhance quality of life and preserve the dignity of elders in Boston, Brookline, Cambridge, Somerville, and Newton. We accomplish this mission by recruiting and training volunteers of all ages, and backgrounds who provide friendship, advocacy, education, assistance, and emotional support to isolated older adults.

FriendshipWorks operates programs throughout Greater Boston, including one-on-one programs such as Friendly Visiting, Friendly Helping, and Medical Escorts. We have staff who speak both English and Spanish. In addition, FriendshipWorks operates its MusicWorks and PetPals in elder buildings, assisted living and/or nursing homes.

DESCRIPTION

Position Summary:

PetPals is a pet visitation program that matches volunteers and pet teams with residents in long-term care facilities. Pet visitation programs have been shown to decrease depression, anxiety, loneliness, and stress for older adults in these settings and have been associated with increased social engagement, better mood, and better physical health.

The PetPals Program Coordinator is a part-time (up to 24 hours/week) position that evaluates and trains volunteers with a pet to visit elders living in long-term care facilities in Boston, Brookline, Cambridge, Somerville, and surrounding areas. The position is responsible for volunteer recruitment and screening, including facilitating pet assessments with an animal behaviorist, and coordinating scheduling with participating facilities. The position also provides on-going support and follow up with both volunteers and facility staff.

This position is partly based downtown (Wednesdays), working remotely, and time spent visiting facilities, outreach, or interviewing new volunteers and their pets. **Ability to flex one's schedule occasionally is required** as quarterly assessments (with an animal behaviorist), shadowing of new volunteer teams, and/or outreach events (especially in the month of October) may occur on weekends. Additionally, occasionally interviewing and training of new volunteers may occur in the evening. While travel can occur on public transportation, **access to a car is helpful but not required.**

RESPONSIBILITIES:

Overall:

- Commitment to FriendshipWorks' mission and volunteer-driven model.
- Be a spokesperson for all FriendshipWorks programs.
- Work with the Director of Programs on defining and measuring impact goals; responsible for program reporting and data.
- Help plan team volunteer appreciation events.

- Participate in, and be community liaison for, FriendshipWorks events.
- Bring funding opportunities, potential donors and board members to the attention of the Director of Programs and/or Executive Director.
- Other responsibilities as assigned.

Program Management:

- Interview and train all volunteer applicants to the PetPals program.
- Match volunteer/pet teams with long-term care facilities, including attending first visits with the volunteer team.
- Recruit and establish relationships with new facilities, including orienting and conducting site visits for new facilities and maintain ongoing communication with all facilities.
- Provide on-going support for volunteers through emails, phone calls and site visits.
- Schedule speakers for events and presentations when needed.
- Work with communications and other FriendshipWorks staff to promote the program.
- In conjunction with development staff, assist with the establishment of a Friends of PetPals committee to enhance volunteer engagement and fundraising.
- Participate in program team and all staff team meetings.

Animal Screening and Training:

- Secure site for pet screenings for new volunteers.
- In collaboration with the animal behaviorist, schedule, attend and assist with pet screenings for all potential PetPals teams.
- Schedule prospective volunteers for screenings and identify and schedule re-screens for active volunteers.

QUALIFICATIONS

- High comfort level interacting with pets.
- Experience in program coordination preferred.
- Experience with and/or sensitivity to older adult populations.
- Excellent leadership and organizational skills.
- Ability to work independently, but also as part of a team.
- Excellent communication, public relations, and interpersonal skills.
- Must be able to occasionally flex schedule to work a Saturday for new team visits and outreach events.
- Experience with cognitively impaired populations a plus.
- Ability to foster volunteer commitment.
- Knowledge of Boston preferred.
- Strong computer skills required; familiarity with Salesforce or other databases a plus.

Salary range is \$29,000-\$30,250 (for 24 hours/week), depending on experience. **Please send a resume and cover letter to jobs@fw4elders.org.**

FriendshipWorks strives to create a diverse and inclusive culture where everyone feels welcome and supported. FriendshipWorks provides equal employment opportunities without regard to race, color, national origin, religion or creed, gender, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Individuals from underrepresented groups are especially encouraged to apply.