



BUTTERFLY BASKETS

PO BOX 1432, MALVERN, PENNSYLVANIA

Peer Support Coordinator (PSC) – Volunteer Position Description

Primary Function: The Peer Support Coordinator is a volunteer position, responsible for supporting and sustaining the Butterfly Baskets Peer Support Program.

Major Duties:

- Develop and maintain the Mentor and Partner applications, accessible through the website
- Work with Marketing team to develop promotional materials
- Promote the Peer Support Program locally
- Recruit individuals who have experienced pregnancy loss or infant loss to be Mentors and Partners within the program
- Using the tools provided, screen Mentors and Partners to ensure that their individual goals can be met through the program
- Facilitate Mentor Training Sessions and Monthly Mentor Meetings with the support of the Butterfly Baskets Board of Directors
- Facilitate matches (partnerships) between Mentors and Partners in a timely manner
- Provide ongoing support to Mentors and Partners throughout their partnerships; offer regular follow-up and assist with resolution of problems as needed
- Provide resource information and alternative referrals for individuals that are not suitable or ready for the program
- Support Post Partnership Evaluations at the completion of all Partnerships
- Maintain accurate records of all Mentors and Partner information
- Maintain confidentiality of personal information within the confines of the program
- Provide monthly updates to the Board of Directors on the status of the program

Qualifications:

- Knowledge of pregnancy loss, infant loss, infertility and its impact on the individual and family
- Knowledge of postpartum depression and postpartum anxiety
- Knowledge of the principles of peer support
- Knowledge of local resources for people experiencing pregnancy and baby loss
- Comfortable with technology (Zoom meetings, word processing, data entry, email, etc.)
- Strong written/verbal communication skills and organizational skills
- Willingness to commit to 4 hours per week for at least 6 months

Submit resume and cover letter to info@butterflybaskets.org. Butterfly Baskets Inc is a 501(c)(3) nonprofit organization based in Malvern, PA.