

**CASA of Lewis & Clark and Broadwater Counties
VOLUNTEER COORDINATOR
JOB DESCRIPTION**

CASA of Lewis & Clark and Broadwater Counties is a nonprofit organization serving children who have experienced abuse and neglect. CASA staff members train and support volunteer advocates (CASAs) who work on behalf of vulnerable children in the court system. Advocates are appointed by judges to serve as Court Appointed Special Advocates. These advocates speak out for the best interests of children who have been removed from their homes.

CASAs interview parents, teachers, foster families, counselors, and the child. With this information, they submit reports to the court. Judges are then able to make more informed decisions about what is in the best interests of the child. The CASAs role is to ensure that the child has proper care while in the system and is quickly placed in a safe, permanent home as quickly as possible.

SUMMARY:

The Volunteer Coordinator provides supervision and support to CASA volunteer Advocates. The Volunteer Coordinator ensures that children involved with CASA receive sound advocacy and early permanency planning. This position primarily focuses on necessary volunteer recruitment and retention efforts.

The Volunteer Coordinator is hired by the Co-Executive Directors and reports directly to the Co-Executive Directors who is responsible for his/her performance evaluation.

REPORTS TO: Co-Executive Directors.

SALARY RANGE:

\$16/HR. 1 FTE/40 Hours Per Week.

QUALIFICATIONS:

- Bachelor's degree in human services related field or equivalent combination of training and experience.
- Demonstrate strong skills in public speaking, organization, collaboration, interpersonal relationships, trainings and small group facilitation.
- An understanding of volunteers, child abuse and neglect, families in crisis, child development, recruitment, and knowledge of court appointed special advocacy and other social service skills preferred.
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- Experience in Microsoft Word, Excel and Outlook.
- Must complete CASA Advocate training within six months of hire.
- Background check will be conducted.

PREFERRED SKILLS

- Experience working with volunteers
- Understanding of child abuse and neglect, families in crisis, and child development
- Knowledge of court appointed special advocacy and other social service skills preferred
- Demonstrate initiative in supporting the Program's mission and philosophy
- Comfortable working in diverse settings

DUTIES MAY INCLUDE:

(Some duties will be performed as a team working cooperatively with other Program staff.)

ADVOCATE RECRUITMENT & TRAINING:

1. Assist in coordinating and attending community outreach/volunteer recruitment initiatives, including information sessions, community fundraising events, community events where tabling opportunities are offered.
2. Interview potential volunteers interested in attending pre-service training and maintain follow-up communication.
3. Schedule and coordinate 30 hour orientation.
4. Schedule and coordinate continuing education training sessions monthly.
5. Assist in the development of the Peer Coordinator Program.

ADVOCATE/COURT SUPERVISION & REPORTING:

1. Review new cases and assign appropriate volunteers.
2. Provide supervision, assistance, and consultation for CASA volunteers.
3. Maintain at least monthly contact with each assigned volunteer.
6. Review/Edit monthly and hearing reports of assigned CASA volunteers.
7. Conduct annual evaluations for all assigned CASA volunteers.
8. Assist in weekly, monthly, and annual reporting as requested.

CASE MANAGEMENT:

1. Appear for volunteers at court dates, hearings, and meetings when necessary.
2. Maintain accurate electronic and paper case files and records.
3. Consult and advise Co-Executive Directors of volunteer or case issues and concerns.

PROGRAM ACTIVITIES:

1. Attend workshops and conferences for professional development as appropriate.
2. Represent CASA at outreach events as requested.
3. Assist and collaborate with CASA staff and volunteers to promote program in the community.
4. Some out of town travel and evening and weekend work are required.
5. Other duties as assigned by Program Staff.

CASA provides equal employment opportunities to all applicants and employees based on qualifications and abilities without regard to race, color, creed, religion, sex, age, marital status, national origin, veteran status, disability, sexual orientation, or any other protected status. This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

I _____ have received a copy of this job description and understand the duties involved in this job description. I understand that these duties can be changed at any time by the Executive Director or Board of Directors.

Employee Signature

Date

Supervisor Signature

Date