



Full-Time Volunteer Coordinator Estill, Owsley, and Lee Counties

Duties and Responsibilities

1. Recruit and train new volunteers.
2. Attend court.
3. Supervise, consult, and assist CASA volunteers in the preparation of cases for court and for their provision of on-going advocacy services.
4. Ensure reports prepared by CASA volunteers are reviewed, professionally written, and delivered (within the prescribed time) to all relevant parties.
5. Maintain case files and volunteer reports.
6. Enter volunteer, children, and court information and statistical information into database system.
7. Communicate regularly with volunteers, being supportive and appreciative while also ensuring standards are met.
8. Ensure that case files are returned, and closure forms are completed at the close of each case.
9. Assist with preparation and participation in special events, fundraising and other development activities as needed to represent the program.
10. Assist in organizing, facilitating, and conducting pre-service and in-service trainings for volunteers.
11. Attend and participate in community events.
12. Establish and maintain partnerships and community collaboration.
13. Assist in development of continuing education programs and materials.
14. Assist in matching volunteers with cases.
15. Assist with yearly survey forms for volunteers, partners, and families served.
16. Assist in volunteer appreciation events.
17. Ensure that National CASA/GAL Association and KY CASA Network standards and statutes are met.
18. Any other reasonable duties as assigned.

Requirements

Qualifications of Volunteer Coordinator position: Bachelors of Arts in Social Work or related field preferred. Experience in child welfare system, court system and/or supervision of volunteers preferred. Excellent professional communication and interpersonal skills. Ability to work independently. Experience may be accepted in lieu of a degree.

Conditions of Employment: Flexible schedule includes regular office hours and frequent evening and weekend work. Must have daily transportation to attend meetings, court, facilitate home

visits, and represent CASA at other functions. Must reside in Estill, Lee, or Owsley Counties with the ability to travel to Madison and Clark Counties offices as necessary.

Benefits

The salary range for this position is \$35,000 to \$38,000 annually, generous PTO policy inclusive of sick, vacation, and personal leave; mileage reimbursement; health insurance; Simple IRA match of up to 3%; and the opportunity to work with a team of professionals who share a passion for helping children be able to live in a safe and permanent home.

CASA of the Wilderness Trail provides equal employment opportunity to all individuals, regardless of race, color, ethnicity, creed, religion, sex, gender identity, pregnancy, age, sexual orientation, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law.

To Apply:

Please submit a resume, cover letter, and three references to Victoria Bengé - victoria@casawildernesstrail.org . **Any application missing any items will not be considered.**

Please do not call the office in regards to the position.