



Job Title	<b>Volunteer Coordinator</b> , CASA of the Gateway Region
Reports to	Executive Director

Type of position: Full-time	Hours: 37.5 / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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**GENERAL DESCRIPTION**

The volunteer coordinator will be responsible for actively recruiting, screening, interviewing, and training new volunteers. In addition to: organizing, facilitating and attending training for volunteers, assigning cases to CASA volunteers, sharing the responsibility of Family Court and District Court coverage and duties, supervising, consulting and assisting CASA's in preparation of cases for court including assessing the need for legal and social services for children. Assuring that reports prepared by CASA volunteers are reviewed, typed, reproduced, and delivered (within the prescribed time) to all relevant parties. Following reporting terms.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS**

Possession of a bachelor's degree or higher or equivalent work experience in nonprofits or human service. Candidates will demonstrate strong skills in written and verbal communication, general office procedures and best practices, good organizational and planning skills, ability to work well in a fast-paced and changing environment while handling multiple priorities, and computer literacy with MS Office Suite. Must be 21 or older, CASA trained or trained within 120 days of hire and pass a criminal background and reference checks.

**DUTIES & RESPONSIBILITIES**

- Actively recruit, screen, interview, and train new volunteers
- Organize, facilitate and attend pre-service and in-service training for volunteers
- Match cases to CASA volunteers
- Share the responsibility of Family Court and District Court coverage
- Maintain working relationships with volunteers and other case related individuals and agencies

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<p>including community professionals</p> <ul style="list-style-type: none"> <li>-Supervise, consult, and assist CASA's in the preparation of cases for court including assessing the need for legal and social services for children</li> <li>-Assuring that reports prepared by CASA volunteers are reviewed, typed, reproduced, and delivered (within the prescribed time) to all relevant parties.</li> <li>-Assuring the maintenance of case files and volunteer reports</li> <li>-Entering volunteer, children, and court information and statistical information into COMET system established by National CASA</li> <li>-Following terms of reporting monthly, quarterly, and annual reports</li> <li>-Making a minimum of one monthly contact with each volunteer</li> <li>-Attending special meetings set on behalf of a child where CASA is involved</li> <li>-Conducting yearly survey forms for volunteers, and anyone (judges, attorneys, state social workers) contacted by the CASA volunteer on behalf of a child</li> <li>-Community engagement to include, speaking at civic groups, churches, etc., appearing on radio, submitting information to newspapers, etc.</li> <li>-Assist with event planning</li> <li>-Any other reasonable duties as assigned</li> <li>-Must maintain confidentiality</li> </ul>	

To apply, please email a copy of your resume and references to [beth.ellis@casagateway.org](mailto:beth.ellis@casagateway.org).