



Position: CASA Recruitment Coordinator

Job Description

The Recruitment Coordinator is responsible for all recruiting of Court Appointed Special Advocate Volunteers. The Recruitment Coordinator is accountable to Child Advocacy and is responsible for ensuring outcomes of the CASA program are achieved.

Specific Duties or Job Responsibilities

- Volunteer recruitment and screening. Development of recruitment strategies to ensure a diverse volunteer force
- CASA Training Coordination
 - Provides and oversees volunteer training;
 - Using National CASA Association volunteer training curriculum or its equivalent, plans, implements, and evaluates participant-based training for new volunteers
 - Offers training opportunities to CASA volunteers throughout the year
- Technical assistance and support to volunteers
- Strict adherence to NCASA and MI CASA standards, laws, DHHS regulations, and state/local court rules
- Compile and maintain appropriate database and relevant statistics for grant and program reporting
- Serve as a spokesperson for CASA
 - Act in professional manner at all times
 - Effectively communicate agency's and CASA's programs/mission to the public
 - Promote and advocate for the program and children served throughout the community

Qualifications

- Bachelor's Degree with minimum of 2 years human service experience
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect
- Knowledge and/or experience with child abuse, child protection, and the court system is preferred, but not required
- Strong communication, organizational, and leadership skills
- Good understanding of community resources and community needs
- Public speaking experience
- May be required to travel for trainings and conferences
- May be required to work weekends and evenings when necessary

Salary Range: \$37,000-\$45,000 based on experience

Supervised by: CASA Program Director

Exemption Status: Exempt

Position Classification: Full Time/40 hours a week