



**Robert E. Weiss Child Advocacy Center
for Children &
Youth JOB
POSTING**

TITLE: CASA Volunteer Coordinator
REPORTS TO: CASA PROGRAM DIRECTOR
SUPERVISES: CASA ADVOCATES, INTERNS
SALARY RANGE: DOE **CLASSIFICATION:** EXEMPT
HOURS: FULL TIME – 40 Hours – some weekends and evenings may be required

The position and pay rate is contingent upon VOCA funding and experience.

SUMMARY

This is a multifaceted position supporting and mentoring a core group of Volunteer Advocates who provide direct service to dependent children. The Volunteer Coordinator will assist the CASA Program Director in recruiting, screening and training volunteers. The Volunteer Coordinator is responsible for maintaining volunteer and child records, maintaining monthly contact with the volunteers, assisting the volunteers with the child's Advocacy Plan, and completing an annual evaluation of the volunteer's performance. Additional responsibilities include assisting in fundraising activities and program compliance.

DUTIES

These duties include, but are not limited to:

- Interview, support, and insure the competence of a core group of volunteer Advocates who are providing direct service to children in the dependency system.
- Serve as a resource person for and retain a core group of volunteer Advocates who will make a difference in a child's life by spending time with them and advocating for them through the educational and social service systems.
- Assist with the basic and on-going training for volunteer Advocates.
- Assist volunteer Advocates in meeting program expectations.
- Communicate routinely with all Advocates assigned to ensure high quality of service and to provide support including attending court hearings or other meetings on the Advocate's behalf.
- Provide ongoing recognition of the Advocates both verbally and in writing.
- Participate as a team member by sharing your unique skills and knowledge as well as back up other team members when they are not available to their Advocates.
- Ensure that all Advocate and child records are accurate and up to date.
- Attend community meetings to promote the CASA program and enhance communication with other agencies.
- Attend staff meetings and trainings as scheduled.
- Be available during specified office hours to provide support to volunteers.
- Some evening meetings and trainings



QUALIFICATIONS

- Be at least 21 years of age.
- AA in Social Work, Public Relations, or a related field, preferred.
- Problem solving and mediation skills.
- At least 2 years of related experience working with volunteers, families and children, preferred.
- Computer literacy and typing skills required.
- Excellent written and communications skills.
- Collaborative Team Player.
- Open Minded
- Cheerful flexibility and sense of humor.
- Passion for children and families.
- Complete and submit at the time of hiring a fingerprint card and transcript of relevant college/training.
- Must be able to travel throughout the county.
- Must be physically and mentally able to carry out the duties identified in this job description.
- Knowledge of community resources, their referral processes, and services provided.
- Demonstrate knowledge of, and empathy for, low income and diverse population groups.
- Demonstrate knowledge of effective communication and motivation skills.

REQUIREMENTS:

- Experience in the fields of child abuse, child development, juvenile law and volunteer program management preferred; experience working with children and/or youth strongly preferred. Skill in working with all levels of decision-makers and stakeholders and in identifying community resources, recruiting volunteers and evaluating individual and program effectiveness.
- Knowledge of trends and practices in advocacy and volunteer recruitment, training and retention.
- Excellent written, composition and oral communication skills.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands and working with deadlines and in evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Must be flexible with hours and be available for evening meetings or events.
- Demonstrated respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability, or gender.
- Driver's license and reliable car.

EXPERIENCE: Possess knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference. The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with child welfare and volunteers is preferred.

Travel: This position requires s travel for court, meetings, trainings, and conferences

Pursuant to the hiring policies of Weiss Child Advocacy Center: All WCAC employees must complete and pass a criminal background check, Michigan and National Sex Offender Registry Check and Central Registry check with the Equal Opportunity Employer



Department of Health and Human Services before hire. Employees will have their backgrounds screened annually. Any employee who has not resided in the state of Michigan for at least 10 years prior to hiring must sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator. Persons who have assaultive, child abuse, or criminal sexual conduct charges or convictions are not eligible for employment with WCAC. Felony convictions and other misdemeanors convictions will be reviewed by the Executive Committee for hire.

Equal Opportunity Employer