

## **CASA for Lancaster County**

### **Job Description - Volunteer Coordinator**

#### **GENERAL DESCRIPTION:**

The Volunteer Coordinator provides professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. The Volunteer Coordinator is responsible for volunteer training, volunteer supervision and coordination of cases.

#### **QUALIFICATIONS:**

The Volunteer Coordinator should have the following skills and experience:

- Bachelor's degree in social service-related field or equivalent combination of education and experience. (DHHS/child welfare experience a plus)
- The ability to communicate with, supervise and empower volunteers to be effective in their roles. Experience with volunteers given preference.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- The ability to facilitate group trainings, both new volunteer training and in-service (continuing education) training.
- Commitment to CASA's goals and mission.

#### **ACCOUNTABILITY:**

- Complete CASA Volunteer training.
- Assist in the recruiting, screening, interviewing and training of new volunteers.
- Review new cases and assign appropriate volunteers in consultation with the Executive Director and other staff.
- Prepare and distribute assignment documentation.
- Help develop initial case plans and on-going strategies for advocacy.
- Review and distribute volunteer court reports.
- Maintain case files in office and in the database.
- Attend court hearings and track court dates.
- Provide assistance and consultation for volunteers when needed and requested.
- Assist in completion of volunteer/case stat sheets and/or update CASA Manager (database).
- Participate in volunteer evaluations as assigned by the Executive Director.

- Attend staff meetings and assist in the evaluation of the program.
- Attend in-service trainings and assist with coordination if requested.
- Assist in volunteer appreciation and fundraising events.
- Assist in facilitating new volunteer trainings.
- Assist with supervising student interns.
- Provide office coverage as assigned by the Executive Director.
- Complete work time sheets monthly.
- Attend conferences/seminars/meetings as requested by the Executive Director.
- Participate in performance evaluations of this position.
- Work with the Executive Director and a Board Task Group to expand volunteer base to include more male and minority volunteers.
- Document case information and volunteer contact as required by National CASA standards.
- Represent CASA on community related panels and committees if requested.
- Special projects/duties as assigned by the Executive Director.

updated 2/2022