

CASA of Denton County, Inc.

Job Description: Training and Recruitment Coordinator

Classification: Exempt Full-time Position

Reports to: Program Director

Qualifications:

- Bachelor's Degree in Social Work or related field, or minimum of two years commensurate experience
- Experience in volunteer supervision
- Computer literate in Microsoft Office, database systems, and social media.
- Professional oral and written communication skills
- Ability to interact cooperatively with diverse populations and different types of personalities
- Ability to maintain confidentiality and discretion

Responsibilities:

- Develop annual plan for volunteer recruitment activities in conjunction with the Program Director and Executive Director
- Arrange for representation by other staff/volunteers, or represent CASA, at volunteer recruitment opportunities including presentations to the public, working booths and attending volunteer fairs
- Assist with volunteer retention and recognition activities, including the annual recognition event
- Ensure publicity of Info Sessions, training and other volunteer activities through social media, newspapers, magazines and other opportunities
- Respond within 48 hours (or two workdays) to all inquiries for volunteer Advocates; input all inquiry data into Optima database in a timely manner in order to maintain records.
- Coordinate and serve as lead presenter for Info Sessions, which should be scheduled regularly as determined in collaboration with the Program Director
- Schedule, coordinate, and serve as a facilitator for volunteer pre-service training 4-5 times annually as determined in collaboration with the Program Director
- Evaluate and update pre-service training curriculum as needed
- Review all court advocate volunteer applications and ensure that appropriate reference and background checks are conducted, recorded in Optima database and reported to the District Courts in a timely manner
- Coordinate, conduct, and ensure participation of other case staff in personal interviews with volunteer applicants
- With direction from the Program Director, determine which applicants will be accepted into training and oversee notification to applicants and database updates concerning applicants
- Conduct post-training interviews with trainees and work with case staff and the Program Director to facilitate appropriate assignment of initial cases to new Advocate volunteers
- Address any concerns of and/or about trainees with assistance and direction of the Program Director
- Coordinate and implement swearing in ceremony to follow initial training session, including roles to other staff to assist as needed
- Keep contact list current, maintain communication with, and schedule volunteering opportunities as needed for Champions for CASA group members
- Create and distribute monthly newsletter for Advocates, including court calendar, and serve as liaison for agency-wide communication with Advocates
- Ensure current volunteer advocate information is kept in Optima and run periodic reports as needed
- Coordinate and implement monthly continuing education opportunities

Other:

- Participate in continuing education opportunities relevant to this position
- Other duties as assigned by the Program Director or Executive Director

Conditions of Employment

- Flexible schedule includes regular office hours and frequent evening and weekend work
- Must have daily transportation in order to attend meetings and represent CASA at other functions
- Bending, lifting and standing for long periods required when working at events or speaking to groups

Revised 9/2019.