



Volunteer Coordinator's Job Description

GENERAL DESCRIPTION:

CASA of the Parkland is a member of the Missouri CASA and National CASA/GAL Association. Our mission is to recruit, train, and support community volunteers who assist the court in protecting the best interests of abused and neglected children in the 24th Judicial Circuit (Madison, St. Francois, Ste. Genevieve, and Washington counties).

The volunteer coordinator provides ongoing 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 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
- The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred
- The ability to work cooperatively with different types of personalities with a strong commitment to diversity and inclusion and ability to demonstrate a high level of intercultural competence
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect are given preference
- Understand and value individuals from all identities and backgrounds including race, ethnicity, socio-economic status, gender and sexuality spectrums, religious identity, ability levels, differences in skill sets, perspectives, experiences and knowledge-among other differences
- Commitment to the CASA of the Parkland program goals and mission

ACCOUNTABILITY:

The volunteer coordinator reports directly to the executive director, who is responsible for his/her performance evaluations.

RESPONSIBILITIES:

- 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



- Prepare and distribute assignment documentation
- Help develop initial case plans and ongoing strategies for advocacy
- Review and distribute volunteer court reports
- Maintain case files in office and in Optima
- Attend court hearings when possible and track court dates
- Provide assistance and consultation for volunteers as needed and when requested
- Assist volunteers and office in completion of volunteer/case stat sheets
- Participate in volunteer evaluations as assigned by the executive director
- Oversee assigned mentors and assist with identified needs
- Attend staff meetings and assist in the evaluation of the program
- Attend in-service trainings and assist with coordination if requested
- Assist with volunteer appreciation events
- 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 as directed by the executive director
- Other duties may be assigned by the executive director or the chair of the board

POSITION

- 25 hours per week; Flexible hours
- Willing to work some evenings and weekends
- Office is located in Farmington, MO; ability to work from home, if needed
- Cases supervised by this position are appointed from Washington County
- Position dependent upon grant funding

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must have access to a vehicle and possess a valid driver's license
- Must pass required background checks
- Provide three (3) professional references
- Minimal travel throughout the 24th Judicial Circuit may be required

TO APPLY

Please send completed resume to JoAnna Watts at casaoftheparkland@gmail.com.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment or professional agreements with CASA of the Parkland are hereby notified that this agency does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.