



## **Big Country CASA**

### **Position: Assistant Volunteer Coordinator**

**Big Country CASA, Inc. is a 501(c)3 nonprofit organization with the mission of *advocating for the best interest of abused and neglected children in the court system through trained community volunteers.***

**Classification:** Part time/Hourly up to 20 hours per week

**Supervisor:** Advocate Director

#### **Summary:**

This position works under the direction of the Advocate Director, and works closely with the Executive Director, CASA staff and volunteers. Must have a cheerful, willing attitude and enjoy working in an area of service which will at times require work outside of regular office hours. Must possess excellent people skills, computer skills, including Word, Excel, PowerPoint, Outlook and a willingness to learn other computer programs applicable to the position. Must be confident in speaking in front of large groups of people, comfortable doing presentations, is extremely organized and detail oriented. This position is responsible for the recruitment and assists with all training.

#### **Education:**

Experience in marketing/recruitment/training/public relations required. Associate's or Bachelor's Degree preferred.

#### **Salary:**

\$15 per hour

Part-time employees are not eligible for paid vacation, sick days, or insurance.

#### **Key Area of Responsibility: Volunteer Recruitment**

- Works closely with the Advocate Director in developing volunteer opportunities and annual recruitment goals.
- Works closely with the Advocate Director in implementing annual recruitment plan and in developing strategies to improve and increase the volunteer pool.
- Collaborates with Advocate Director on the development of promotion of volunteer opportunities to print or broadcast media through community engagement.
- Cultivates monthly recruitment opportunities with local corporations, businesses, social clubs, and community groups and through social media.
- Provide informational meetings at least monthly in person, via Zoom or social media.
- Coordinates with Advocate Director and Executive Director as requested in representing Big Country CASA at various community events, public speaking engagements or media requests.

- Initiates contact with all volunteer inquiries and interested parties.
- Keeps record of individuals who have requested volunteer information.
- Provide information packets including application and background check information in a timely manner to interested parties.
- Routine follow up with past inquiries and individuals who have received information.

**Key Area of Responsibility: Volunteer Screening, Training & Monitoring**

- Assists with the planning of annual calendar of pre-service training opportunities for new volunteers in keeping with Texas CASA Standards.
- Assist with the development of new volunteer training materials in accordance with agency policy and Texas CASA standards.
- Assist with at least four volunteer training opportunities per year.
- Process all new volunteer applications and gather necessary information to conduct interview, background checks and prepare volunteer for training.
- Monitors pre-service training requirements for each new trainee.
- Assists with conducting personal interviews of applicants.
- Monitors active volunteer's background checks, current proof of auto insurance and driver's license in accordance with Texas CASA Standards.
- Monitors active volunteer's In-Service Continuing Education hours in accordance with Texas CASA Standards

**Qualifications:**

- Must possess excellent people skills, computer skills, including Word, Excel, PowerPoint, Outlook and a willingness to learn other computer programs applicable to the position.
- Must be extremely organized and detail oriented.
- Ability to work both independently and as a member of a collaborative team.
- Display personal and professional integrity at all times.
- Must maintain confidentiality.
- Must be 21 or older.
- Must pass criminal background and reference checks.

Big Country Court Appointed Advocates, Inc. promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.