



Big Country CASA

Position: Recruitment and 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: Full Time/Salary

Supervisor: Assistant. Executive Director

Summary:

Big Country CASA is an equal opportunity employer seeking applicants with a wide range of experience to fill a full-time position as Recruitment and Volunteer Coordinator to recruit a diverse and inclusive group of volunteers. This position works under the direction of the Assistant. Executive Director. Applicants must have a cheerful, willing attitude with a desire to work in a child welfare service area. This position requires occasional evenings and weekends.

Applicants must be at least 21 years old and seeking long-term employment. This position is responsible for community engagement opportunities, the recruitment and processing of new volunteers and may Assistant with training.

Education:

Experience in marketing/recruitment/training/public preferred.

Associate's or Bachelor's Degree preferred.

Salary:

DOE & Skills

Vacation, sick leave, paid holidays, cell phone allowance and insurance benefits package

Key Area of Responsibility: Volunteer Recruitment

- Develops and executes wide range of recruitment opportunities
- Works with team in developing annual recruitment goals
- Implements annual recruitment plan and develops strategies to improve and increase the volunteer pool
- Collaborates with team in the development of promotion of volunteer opportunities to print or for broadcast media
- Cultivates monthly recruitment opportunities with local corporations, businesses, social clubs, and community groups and through social media
- Provide monthly informational meetings in person, via Zoom or social media

- Coordinates with Assistant. Executive Director as requested in representing Big Country CASA at various community events, public speaking engagements or media requests
- Initiates initial and follow up contacts with all volunteer inquiries and interested parties
- Keeps record of individuals who have requested volunteer information and all subsequent contacts
- 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

- Process all new volunteer applications and gather necessary information to prepare volunteers for training
- Conducts personal interviews of applicants as needed
- Assistants with providing and monitoring new volunteer pre-service training as needed
- Monitor active volunteer's background checks, proof of auto insurance and driver's license in accordance with Texas CASA Standards
- Assistant as needed in monitoring of volunteer's in-service continuing education hours in accordance with Texas CASA Standards

Qualifications:

- Must possess excellent people and computer skills, including Word, Excel, PowerPoint, Outlook and the ability to learn other computer programs applicable to the position
- Must be organized and detail oriented
- Should be confident and competent in public speaking and public engagement
- Ability to work both independently and as a member of a collaborative team
- Always exhibit personal and professional integrity
- Must maintain confidentiality
- Must be 21 or older
- Must pass all criminal background and reference checks

Resumes with references with cover letter should be submitted to Rebel Taylor @ rebeltaylor@bigcountrycasa.org

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.