



## **Routt County Program Coordinator and District Support Northwest Rocky Mountain CASA**

### **Description:**

#### **Basic Function:**

The Program Coordinator recruits, trains and supervises volunteer advocates to implement the service of the CASA Program. The District Support aspect will assist the Executive Director with district organization, book keeping, scheduling, and event planning and logistics. The open position is part-time 24-30 hours a week and will operate out of the Steamboat Springs office.

#### **Reports To:**

Executive Director

#### **Supervises:**

CASA Volunteer Advocates

### **Major Duties & Responsibilities:**

#### ***Responsibilities to the program***

- Assists in recruitment of Advocate/ volunteers
- Assists in interviewing & screening Advocate applicants
- Assists in training of Advocates
- Ensures all court case data and files are accurate and up to date
- Acts as liaison to court personnel, Department of Human Services and other strategic partners
- Identifies with Executive Director a specialty interest to pursue to support the CASA program
- Coordinates and participates in volunteer support groups & in-service trainings
- Attends volunteer recognition events for CASA
- Attends CASA functions and fundraisers when necessary
- Adheres to all policy, protocol, and procedures adopted by NWRM CASA

#### ***Responsibilities to the CASA advocate***

- Ensures all CASA advocates adhere to all Colorado program standards, National CASA standards NWRM CASA standards
- Responsible for matching cases to appropriate volunteer, according to the needs of the case & special skills or knowledge of the volunteer
- Remains available to assigned volunteers for individual coaching & support on no less than, a monthly basis
- Maintains up to date monthly supervision data in CASA data base

- Reports all monthly supervision data quarterly or, on an as needed basis to the Executive Director
- Ensures all court reports prepared by CASA are typed, edited, reproduced & delivered within the statutory time frames to the court and all relevant parties
- Coordinated case coverage during absence of volunteer or during process of assignment or reassignment
- Helps to ensure confidentiality
- Conducts performance evaluations of assigned volunteers

### ***Responsibilities of District Support***

- Will work with the Executive Director for monthly payroll needs, financial reconciliation and payouts in QuickBooks
- Help with community education logistics and setup speaking engagements for Executive Director
- Help with special event planning and logistics
- Improve organizational efficiency
- Monitor general phone, Facebook page, website, and mail
- Coordinate scheduling with Executive Director of key district events and engagements

### **Basic Qualifications**

- Experience supervising staff and/or volunteers
- Ability to conduct trainings
- Excellent organization communication and written skills
- Knowledge of juvenile court/child welfare system
- Bachelors Degree or work experience equivalent

### **Other Information**

This is a part-time position of 24-30 hours per week. Compensation and hours will be determined based on qualifications and experience.

### **How to Apply**

Send a cover letter and resume by email to [alan@kidscasa.org](mailto:alan@kidscasa.org)