



## Northwest Rocky Mountain CASA 14th Judicial District Volunteer Coordinator

### **Organization Overview:**

NWRM CASA recruits, trains and supports volunteers who advocate for children who have experienced abuse and neglect in Moffat, Routt, and Grand Counties, and provides community education about child abuse and neglect.

### **Job Description:**

The Volunteer Coordinator will be responsible for day-to-day activities of the CASA (Court Appointed Special Advocates) program. Primary duties include assisting the 14th Judicial District CASA Program Coordinator (PC) in recruiting, screening and training CASA volunteers and ongoing case supervision. This individual will be responsible for providing assistance to volunteers to ensure all necessary data collection, documentation, and required reports related to the performance of duties as a CASA volunteer are completed in an accurate, thorough, and timely manner. The Volunteer Coordinator is also responsible for day-to-day clerical work, community outreach, data collection and assisting with fundraising events in the service area. Occasional weekend work. Volunteer Coordinator reports to Executive Director (ED) and Program Coordinator (PC).

**Primary Location:** Moffat County

### **General Statement of Duties:**

1. Volunteer Recruitment/Screening
  - a. Actively engage in recruitment of volunteers by assisting PC as requested
  - b. Maintain a database of potential volunteers and completed applications
  - c. Process applications and conduct volunteer interviews with PC
2. Volunteer Supervision
  - a. Ensure all volunteers complete initial and ongoing in-service trainings as required by National CASA Standards
  - b. Accept and review court referrals of cases and follow procedure to assign volunteers to cases
  - c. Attend court hearings with and for volunteers

- d. Attend initial meetings with volunteers, attend FEM's with and for volunteers, meet with volunteers regularly
  - e. Support the volunteer in making recommendations to the Court regarding the child's best interests regarding placement, visitation and appropriate services for the child and family, in consultation with PC
  - f. Assist PC to coordinate and lead monthly volunteer meetings
  - g. Disseminate case logs and other data collection information
  - h. Assist in providing ongoing training for volunteers
  - i. Work in conjunction with Executive Director to incorporate new and upcoming trends in volunteer retention and supervision
3. Community Involvement
- a. Assist in recruiting volunteers
  - b. Provide support for fundraising committees
  - c. Promote the program to the community via a variety of means (presentations, advertising, information booths, community events, etc.)
  - d. Attend community meetings if appropriate (Health & Human Resource Coalition (HHRC), Best Practice Team)
  - e. Creates and supports a positive team and work environment at all times.
  - f. Serves as an ambassador of CASA and conveys CASA's mission with passion to the community in a professional manner.
4. Additional Duties
- a. Become familiar with CASA policies and procedures
  - b. Assist in surveying stakeholders and outcomes measures
  - c. Consult with a supervisor a minimum of twice per week
  - d. Submit financial records
  - e. Day-to-day clerical duties; check mail, scan files into Optima court documentation software, filing
  - f. Complete weekly work plans as needed
  - g. Assist with county fundraising as requested
  - h. Assist with social media
  - i. Attend trainings as they become available; required 32 hours of pre-service CASA volunteer training, and 12 hours of annual training thereafter.
  - j. Assist in additional support duties as requested by ED/PC

**Education and Experience Required:**

High School graduate or GED, post-secondary education preferred, volunteer or employee management experience preferred; previous non-profit experience a plus; strong computer skills needed (Proficiency in Microsoft Office Suite (Word, Excel, Power Point)). Preference will be given to those with experience supervising volunteers/staff, working with non-profit organizations, or working with human services or the juvenile court system.

**Other Desired Qualifications:**

Strong written and verbal communication skills; reliable, responsible, professional demeanor; comfort in a courtroom setting; ability to work independently and unsupervised combined with the ability to be a team player; ability to take initiative in completing assigned projects with minimal supervision; ability to connect with people of varying backgrounds; must be able to maintain confidentiality; strong organizational and multitasking skills; self-starting; must pass background checks; must have the ability and willingness to perform local job related travel; must have a valid driver's license and reliable transportation.

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Northwest Rocky Mountain CASA actively recruits, selects, and promotes qualified employees and volunteers broadly representative of the community served and administers its personnel practices without discrimination based upon age, gender, sexual orientation, gender variance, race or ethnicity, color, national origin, physical or mental disability, genetic information, marital status, military status or religion.