



Volunteer Coordinator (Part-time) Job Description

Job Title: Volunteer Coordinator (Part-time)
Supervisor: Executive Director

Position Overview

The part-time Volunteer Coordinator will engage in activities that support the program mission of providing trained community volunteers for court appointment to advocate on behalf of dependent, abused, and neglected children in our communities. The Volunteer Coordinator position is responsible for volunteer recruitment and training, volunteer and case supervision and support, data management, as well as other duties related to the direct services of the program. The part-time Volunteer Coordinator will work with the Executive Director to ensure a quality CASA program is delivered.

Position Responsibilities

- Supervise up to 15 volunteers or 22 cases.
- Assign cases thoughtfully and be intentional when matching volunteers with a case.
- Ensure case assignment related paperwork is completed and complete case assignment process in database.
- Assist with the maintenance of case files and all related case/volunteer documentation.
- Assist with the entry of volunteers, children, and court information into Optima database system and ensure files are current and up to date when new information is received.
- Engage in volunteer recruitment initiatives such as making presentations to community groups and tabling events to recruit diverse volunteers.
- Assist with facilitation of pre-service training program.
- Assist with coordination and facilitation of continuing education trainings for volunteers.
- Assist with facilitation of roundtable meetings for volunteers.
- Assemble volunteer policy and procedure manual and ensure it is complete and updated, as needed.
- Meet at least monthly with assigned volunteers or more often as determined by the volunteer, case and/or staff to provide coaching and advice tailored to individual case and volunteer needs.
- Support volunteer advocates in the completion of court-mandated duties.
- Apply critical thinking to analyze, formulate, and assist volunteers in recommendations to advocate for the best interest of children and youth using a strength-based lens.
- Provide on-going volunteer supervision, consultation, and assist with court report preparation and approval.
- Ensure reports prepared by CASA volunteers are professionally written, typed, reproduced, and delivered (within the prescribed time) to all relevant parties.
- Review and approve volunteer contact logs.
- Assist in volunteer retention efforts.
- Ensure the return of volunteer case files and complete case closure forms.
- Perform volunteer performance evaluations, annually.
- Assist with exit interviews of volunteers leaving the program.

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- Attend DNA court hearings.
- Attend MDT & IPR meetings.
- Cooperate and regularly communicate with the Court, CHFS, Foster Care providers, and attorneys involved with CASA cases and promote an understanding and acceptance of the CASA advocacy role.
- Engage in victim service-related training and development to ensure at least 12 hours of continuing education annually.
- Complete training annually on facilitation.
- Meet annual goals set for position and the program.
- Assist with annual program evaluation efforts.
- Ensure that National CASA/GAL Association and KY CASA Network standards and statutes are met.
- Any other reasonable duties as assigned.

Requirements & Qualifications

The Person Filling this Position Shall Possess:

- Experience supervising volunteers.
- Ability to work with victims with sensitivity and non-judgmental attitude.
- Experience working with youth and families from diverse backgrounds.
- Evidence of good interpersonal skills and the ability to work under stress.
- Ability to establish and maintain good working relationships with schools, court officials, and other outside agencies.
- Ability to read documents from many sources.
- Must be able to communicate audibly and effectively in and with volunteers and the general public.
- Public relations skills.
- Training facilitation skills.
- Competence in Microsoft Word, Power Point, Outlook programs, virtual platforms and cloud-based services.
- Flexibility with hours, including some evenings and weekends, with an ability to independently manage one’s workload and schedule.
- Must be able to drive and maintain a valid state issued driver’s license and auto insurance.
- Must be able to occasionally lift up to 15 pounds.
- Must complete Training of Facilitators training through the Kentucky CASA Network within 6 months of hire.
- Evaluation of performance of position responsibilities will be completed after the initial 6 months of employment and then annually from the initial review, thereafter.

Minimum Qualifications: Bachelor’s Degree in Social Work or related field or a high school diploma with a minimum of 4 years of experience working in a human services or related field. Experience in the child welfare system, court system and/or supervision of volunteers preferred. Exceptional organizational, time-management, and oral/written communication skills.

I acknowledge the receipt of the job description, that it has been reviewed with me, and that I have carefully read and understand the position responsibilities and requirements. I understand that the executive director or board of directions retains the discretion to add or modify the functional responsibilities and/or minimum qualifications for this position at any time.

Employee Signature

Date

Executive Director Signature

Date