

## **CASA Volunteer Coordinator Job Description**

### **Job Description:**

The CASA Volunteer Coordinator is responsible for the setting up and maintaining volunteer files for each volunteer who attends or completes pre-service training. The CASA Volunteer Coordinator assists and works closely with the CASA Volunteer Recruiter/Trainer. This position is responsible for ensuring that the CASA database system is accurately updated to track volunteer inquiries, trainings, and demographic information.

#### **Qualifications:**

The CASA Volunteer Coordinator should have the following skills or experience:

- A Bachelor's degree in one of the following fields: social services, business, non-profit administration, development/marketing, administration, or equivalent combination of education and experience.
- Experience with volunteer management/supervision preferred.
- The ability to communicate with and empower volunteers to be effective in their roles.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect preferred.
- Be proficient in Microsoft Outlook, Excel and Word. Must be able to compile statistics by running reports in the CASA database system.

#### **Responsibilities:**

- Promote a positive/professional attitude toward all Volunteers for Youth Justice, employees and business partners.
- Communicate with potential volunteers concerning the activities and roles of CASA volunteers.
- Responsible for checking the CASA database system daily to ensure that all volunteer inquiries are handled in a timely manner.
- Ensure that CASA applications are completed properly and reach out to potential advocates to gather additional information when necessary.
- Run all background checks for potential volunteers and maintain proof of background check information in the volunteer files.
- Conduct volunteer interviews when necessary.
- Record applicable information in volunteer files to ensure that all files are in compliance with National CASA and CASA AP policies and procedures.
- Responsible for assignment of volunteer login information into the CASA Database system.
- Responsible for preparing all training materials including training manuals, sign in sheets, agenda, and any other necessary materials prior to any scheduled pre-service training.

- Maintain all volunteer activity in CASA database including demographics, training, swearing-in information, background checks. and continuing services hours.
- Responsible for tracking all training expenses and turning in all training expense reports monthly.
- Responsible for completing the volunteer portion of monthly Performance Indicator and Quarterly Reports.
- Maintain volunteer and children's placement mailing list on monthly basis.
- Maintain CASA database to ensure that volunteer files such address, contact information, and email addresses are accurate.
- Responsible for making badges for all new volunteers and renewing badges for existing volunteers.
- Prepare Quarterly CASA Newsletter and distribute to advocates.
- Coordinate monthly volunteer in-service training, create flyers, and distribute to volunteers.
- Assist in coordination of activities at VYJ such as volunteer appreciation, staff and volunteer training, Light of Hope, CASA Christmas and fundraising events.
- Maintain the VYJ Facebook page with CASA updates and information.
- Attend CASA staff meetings and monthly VYJ staff meetings
- Be willing to do other duties deemed reasonable/necessary to help the program run efficiently
- Back up all data to the server
- Keep the Outlook Calendar updated daily