**VYJ CASA Program**

***Job Description***

**Position Title: Recruiter/Trainer**

**Program/Department:** CASA

**Immediate Supervisor:** Program Coordinator

**Work Schedule:** Part-time(M-F 9:00 am – 2:00 pm)

**Benefits:** Included

**Description:**

The CASA Volunteer Recruiter/Trainer is responsible for recruiting, training, and tracking potential CASA volunteer advocates in the parishes we serve, with the focus on Caddo, Bossier, DeSoto and Webster parishes. The CASA Volunteer Recruiter/Trainer works closely with and assists the CASA Volunteer Coordinator.

**Qualifications:**

The CASA Volunteer Recruiter/Trainer should have the following skills or experience:

* Excellent written and oral communication skills
* Approachable, personable, and a team player
* Strong work ethic and self-motivated
* Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect
* Experience in training, public speaking and media interactions
* Proficient in Microsoft Word, Excel, Publisher, and Social Media
* Reliable transportation

**Responsibilities:**

Responsibilities and duties may include, but are not limited to the following:

* Must promote a positive and professional attitude to all Volunteers for Youth Justice employees, volunteers, and business partners
* Responsible for implementing the VYJ CASA Diversity and Inclusion Plan while recruiting
* Promote CASA awareness by scheduling and conducting speaking engagements and attending community awareness events on child abuse/neglect and volunteer opportunities
* Responsible for keeping an ongoing relationship with the media about CASA’s goals and mission
* Responsible for screening and interviewing of potential CASA volunteers
* Responsible for volunteer exit interviews
* Schedule swearing-ins with the court
* Promote CASA awareness by joining appropriate organizations
* Responsible for planning, scheduling, and conducting all trainings for current and potential CASA advocates in both pre-service and in-service activities
* Update the CASA training curriculum as needed and to be in compliance with National CASA Standards
* Cross train with the Program Coordinator and assist with processing background checks and other paperwork for all potential advocates when needed
* Create and publish a monthly newsletter to be distributed to all volunteers, staff, and interested parties
* Assist in the coordination of activities with VYJ such as volunteer appreciation, staff and volunteer training, CASA Christmas, and fundraising events
* Attend CASA staff meetings and monthly VYJ staff meetings
* Knowledge of Microsoft Outlook, Microsoft Excel, Microsoft Publisher, and Microsoft Word
* Back up all data to the server
* Keep the Outlook Calendar updated daily
* Any other duties or responsibilities deemed reasonable and necessary to help the program run efficiently