



Volunteer Recruitment and Training Coordinator

Job Description

Advocates for Children CASA is a 501 (c) (3) non-profit organization whose mission is to improve the lives of children and youth who have experienced abuse, neglect or other life challenges by connecting them with volunteer advocates and activating community partnerships. Our organization recruits, trains and supports community volunteers who advocate for children with either an open court cases or a voluntary case. Court cases include Dependency & Neglect, Truancy or Juvenile Delinquency. Voluntary programs include mentorships towards youth led goals and/or support with life skills and housing. All CASA volunteers speak up for the best interest of the child.

In working towards helping CASA meet its overall objective of providing a caring support for children and their families the Training and Volunteer Recruitment Coordinator implements and manages outreach and recruitment campaigns to untapped populations to attract diverse community members and increase the CASA volunteer pool to advocate for more children. They will prepare, manage and facilitate the 32 hour online pre-service training in collaboration with the Advocates for Children Team. One of the expectations of active volunteers is that they complete 12 hours of continuing education each year. The Training and Volunteer Recruitment Coordinator will seek out/develop learning opportunities and will communicate with those volunteers on a regular basis. The Volunteer Recruitment & Training Manager also supports CASA's fundraising efforts.

Reports to: Executive Director

Hourly: \$28.85-31.25

Non Exempt: 32 hours

Hours: Will vary days and hours between Monday-Friday 8am-5pm, in addition some night and weekend hours during outreach events, volunteer trainings and agency events. This is a hybrid position with remote and in office requirements. Based out of Advocates for Children CASA Office 16965 Pine Lane, Parker, Colorado.

Transportation: A valid driver's license and personal transportation is required for this position.

Description of Duties:

- Manages and facilitates at least four online volunteer pre-service trainings per year for new volunteers using established organizational structures that incorporate the National CASA Standards
- Updates and maintains online training materials in coordination with training facilitators
- Maintains and updates policies and procedures for training
- Supports new volunteers through the training process
- Builds rapport with the internal team and new volunteers

- Continuously evaluates new volunteers throughout training to provide feedback to them and to the Program Director who will be matching them with cases
- Secures, confirms and prepares presenters/facilitators and panelists for pre-service training
- Coaches facilitators on ongoing improvement of their materials and their facilitation skills
- Ensures volunteer files stay up to date during pre-service training and are complete following training
- Coordinates and attends the Swearing In Ceremony at the completion of new volunteer training
- Works with Program Director and Case Coordinators to provide regular Continuing Education opportunities for CASAs
- Monitors continuing education hours and communicates with active volunteers about their progress
- Collaborates with the Development Team to develop and execute a strategic recruitment plan for new volunteers
- Facilitates the recruitment plan by identifying outreach opportunities, organizing recruitment events, and following up with potential volunteers
- Responsible for ensuring that all compliance documentation is completed and submitted in alignment with National CASA Standards and Advocates for Children CASA's policies and procedures prior to the completion of training
- Implements the organizations volunteer retention strategies to foster commitment and satisfaction of the volunteers experience
- Participates in the organization's activities and events as deemed appropriate by supervisor

Qualifications:

- Bachelor's degree
- Experience with recruitment and training volunteers/staff
- Excellent organizational skills
- Experience working in or with diverse communities
- Ability to take initiative in completing assigned projects with minimal supervision
- Skill in the use of email, Microsoft Office specifically Outlook, Excel, Word
- Must have the ability and willingness to perform local job-related travel
- Must be available for flexible day, evening and week-end work hours
- Preference will be given to those with experience recruiting and training volunteers/staff working with non-profit organizations, or working with human services or the juvenile court system

Applying:

To apply, please send a cover letter, resume, and references to Victoria Raphael, Senior Operations Manager, at one_casa@adv4children.org. Applications will be accepted through 8am on Monday, December 2nd. No phone calls please.

For more information about Advocates for Children-CASA, visit adv4children.org