



Legacy Project Coordinator Full Time Job Description

Advocates for Children CASA is a 501 (c)(3) non-profit organization that works to ensure that all children dream, thrive, and grow with a sense of belonging and empowerment to build a successful future. Our organization recruits, trains, and supports community volunteers who advocate for children who have open dependency & neglect cases, truancy cases, juvenile delinquency cases, need additional educational advocacy, or are an adolescent that may need some additional support. Our compassionate Court Appointed Special Advocates, volunteers, mentors, and tutors speak up for these children's best interests.

The Legacy Project is a program at Advocates for Children CASA that focuses on improving the outcomes of youth ages 13-23. While many of participating youth are or have been involved in the foster care system, the truancy system, or the juvenile justice system, this is not an eligibility requirement. We are committed to helping Legacy Youth develop life skills, build a supportive peer and adult network, access community resources, develop community engagement, and be prepared to confidently navigate adulthood.

In working towards helping CASA meet its mission of inspiring confidence, motivation and self-reliance through the caring, supportive network of CASA volunteers, the Legacy Project Coordinator performs a range of duties that includes direct supervision of a caseload of mentors and support of Mentor Volunteers in their training and advocacy for Legacy Youth. Under the supervision of the Continuum of Services Manager, the Legacy Project Coordinator professionally interacts with community partners, placement providers, and other related professionals to promote Advocates for Children CASA and to strengthen collaboration.

Reports to: Continuum of Services Manager

Salary (Non-exempt): \$18.27-\$20.19/hr (depending on experience), which is equivalent to \$38,000-42,000/year

Hours: Full-time, Monday-Friday 8am-5pm, night and weekend hours periodically during volunteer trainings and agency events. Position will be based out of our office located at 16965 Pine Lane, Suite #120, Parker, Colorado 80134. However, we are currently offering hybrid work-from-home and in-office options.

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

Description of Duties:

Youth Advocacy

- Receives, reviews, and manages youth referrals
- Coordinates and conducts intake for each youth referred

- Provides Legacy Project orientation, paperwork, administers initial assessment and initiates the process of creating a youth Individual Learning Plan (ILP)
- Continual search for valuable and applicable activities and resources according to the Legacy Program outcomes
- Provides life skills learning, resources, support and coaching to youth and/or their families once a month (applicable for youth who do not have a volunteer assigned)
- Supports mentors in facilitating assessments at six months and when exiting the program
- Ensures the online database is updated and contact logs entered
- Maintains contact with professionals and placement providers regularly
- Organizes logistics of peer-to-peer learning sessions, field trips, community partner presentations, community service, Legacy events
- Ensures all policies and procedures are being followed by youth and placement providers

Volunteer Coordination

- Assists in training new volunteers
- Manages a caseload of, on average, 40 youth, which is a combination of youth waiting for a mentor, youth assigned a mentor and youth who receive direct support from Coordinator
- Supports mentor volunteers with providing life skills learning, activities, and resources
- Supports mentor volunteers in administering/logging assessments at six months and when exiting the program
- Maintains contact with mentor volunteers at least monthly
- Coaches and empowers mentor volunteers to advocate to their best ability
- Supports mentor volunteers with entering assessments, reviewing results of assessments, entering contact logs in Optima, monitoring progress of youth's ILP

Skills and Experience:

- Preference will be given to those with experience supervising volunteers/staff, working with non-profit organizations, or working with human services or the juvenile justice system
- Minimum of one year of qualifying experience with a bachelor's degree
- Minimum of 21 years old
- Ability to take initiative in completing assigned projects with minimal supervision
- Capacity to work with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Skills in collecting and interpreting data
- Experience in creating and conducting presentations for large groups of professionals
- Excellent organizational skills
- Proficient in all Microsoft Office applications
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to project a positive image and attitude

Essential Qualities:

- Encourages and practices critical thinking
- Is self-reflective and empathic

- Is committed to remaining current on research and best practice standards
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of families and colleagues at all levels
- Encourages and practices self-care
- Encourages and practices healthy professional boundaries
- Values ethical practices
- Honors commitments
- Practices blameless problem-solving

Applying:

To apply, please send a cover letter, resume, and references to Victoria Raphael, Executive Assistant to the COO, at one_casa@adv4children.org. No phone calls please.

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