

# Off-Campus Employment

*Job posted on 2014-08-12 by 00026579; posting expires on 2014-08-25*

**Employer:** TEAM for WV Children-Western Regional CASA

**Position:** Volunteer Coordinator

**Job Description:** Full Time, Permanent,

Western Regional CASA, a program of the TEAM for WV Children, has an opening for the fulltime position of Kanawha-Lincoln-Boone CASA Volunteer Coordinator based in Charleston. Court Appointed Special Advocates (CASA) are community volunteers who are appointed by the circuit court judges in Kanawha, Lincoln and Boone counties to represent an abused child's best interests in court proceedings. This person will be responsible for recruiting, screening, training and supervising of volunteers, as well as case management, networking and public relations, in Kanawha, Lincoln and Boone counties.

Hours: 40 Hours per week-Monday through Friday

Duties: Recruit, screen & supervise CASA volunteers. Conduct training for CASA volunteers. Attend court hearings, meetings, etc. Maintain accurate case and volunteer records. Network with other community agencies. Conduct public speaking engagements. Complete required reports for grants, etc.

**Qualifications:** Qualifications: Bachelor's degree in social science. 2 years experience in human services.

Supervisory experience preferred, computer. Communication and writing skills. Experience with volunteers preferred.

Salary Range: \$30,000-32,500

**Application Instructions:** Apply to: TEAM for WV Children by August 25, 2014.

P.O. Box 1653

Huntington, WV 25717-1653

ATTN: Kim Runyon Wilds

email: kwilds@teamwv.org