Off-Campus Employment

Job posted on 2013-11-01 by joanna.distefano; posting expires on 2013-11-15

Employer: Western Regional CASA

Position: CASA Volunteer Coordinator/Recruiter

Job Description: Part Time,

Due to expansion, Western Regional CASA, a program of the TEAM for WV Children, has an opening for a new part-time CASA Volunteer Coordinator/Recruiter position. Court Appointed Special Advocates (CASA) are community volunteers, appointed by circuit court judges to represent an abused childâ€™s best interests in court proceedings. This person will be responsible for screening, training and supervising volunteers in Kanawha County along with Kanawha Volunteer Coordinator, as well as recruiting and public relations in all six counties served by Western Regional CASA.

HOURS: 20-25 hours weekly average

Monday through Friday

Daytime hours with some evenings/Saturdays possible during volunteer training and recruitment activities

DUTIES: Recruit, screen & supervise CASA volunteers in Kanawha County.

Co-training of CASA volunteers in Kanawha County.

Attend court hearings, meetings, etc. in Kanawha County

Maintain accurate case and volunteer records.

Network with other community agencies.

Conduct public speaking engagements in all six counties.

Initiate and engage in other recruitment activities in all six counties.

Complete required reports for grants, etc.

Qualifications: Bachelorâ€™s degree in social services required

2 yearsâ€™ experience in human services required

Supervisory experience preferred

Experience with volunteers preferred

Computer, communication and writing skills

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HOURLY RATE: $15/hour

Perferred Major(s): Psychology/Sociology;

Application Instructions: SEND RESUME TO:

TEAM for WV Children by November 13, 2013

P.O. Box 1653

Huntington, WV 25717-1653

ATTN: Kim Runyon Wilds

email: team@teamwv.org

Link: www.teamwv.org