

Shelby County CASA/GAL Program
Position Description
Job Title: CASA VOLUNTEER COORDINATOR

Supervised by: CASA Director

Supervision of: CASA Volunteers

Working Hours: 28 hours weekly

Essential Functions and Key Responsibilities:

Volunteer Management:

- Recruiting, screening, and interviewing CASA volunteers.
- Assigning cases; monitoring all aspects of cases and assist as needed with home and community interviews; serving as liaison to volunteer, court, and other parties to the case.
- Be available to the volunteer for guidance, support, and advice.
- Maintaining minimum of monthly contacts with volunteers.
- Complete annual volunteer evaluations.
- Assisting with the preparation of volunteer written reports:
 - Contacting the CASA concerning their report
 - Reviewing all volunteer documentation/reports to ensure they are complete and recommendations reflect realistic expectations that are within parameters of court's jurisdiction
 - Reviewing punctuation, grammar and format of report
 - Ensure reports are filed in a timely manner with the juvenile clerk's office
- Attend Court Hearings
- Copy multiple case documents
- Communicate with attorneys, prosecutors, and community based resources in a professional manner.
- Providing framework for volunteer conduct; use training to ensure that the volunteer has an understanding of the CASA role; discuss concerns regarding conduct with volunteers on caseload. Maintain written documentation regarding problems and resolutions. Communicate with the Director corrective action and resolutions.

Skills:

- Volunteer Coordinator should possess a *minimum* of an Associate Degree. Major should be in Human Services, Social Work, Psychology, Criminal Justice, or other related field.
- Management skills and ability to work with volunteers.
- Have the ability to work well with people of all ages and cultural backgrounds.
- Lead others and work in partnership with others when needed.
- Good writing and communication skills.
- Computer literate and proficient in Microsoft Word and social media platforms.
- Able to organize time and ability to work independently and with autonomy.
- Commitment to the CASA mission and goals.