

JOB POSTING

TITLE: Court Appointed Special Advocate (CASA ®) /Volunteer Coordinator

LOCATION: Lima / Allen County, Ohio and Ottawa / Putnam County, Ohio

SUPERVISOR: Autumn Browning, Director, Court Appointed Special Advocates Program

POSITION: Full-time 30 hrs/wk position, with a 90 day instructional period and contingent upon the completion of the 30 hour CASA volunteer training. The Crime Victim Services' (CVS) Putnam County CASA Coordinator / Volunteer Coordinator is responsible for assisting the CASA Director with the development and supervision of the volunteer program. The Coordinator will be expected to participate in the development and implementation of a volunteer recruitment plan. The Coordinator will also assist in fundraising, program implementation and public relations events; and other duties as assigned by the Director.

START DATE: September 1, 2011

PAY: Based on education and experience in the range of \$11.50 per hour.

VOLUNTEER SUPERVISION: Coordinates activities and goals with volunteers in each county.

JOB SUMMARY:

The Court Appointed Special Advocate (CASA) Volunteer Coordinator is responsible for the development, implementation, and management of a two-county CASA volunteer program, including the recruitment, training, and supervising the accurate, timely, and comprehensive reports submitted to the courts by the volunteers. The focus is to provide Juvenile Court with recommendations for services and placements that are in the best interest of abused, neglected, and dependent children in Allen and Putnam Counties. This position requires administrative, volunteer management experience, and verbal and written communication skills, from an independent, organized, experienced, and committed individual. Associates degree in social service-related field preferred. An Equal Opportunity Employer.

APPLICATION: Mail resume with three personal and three professional references by August 15, 2011 to Autumn Browning, ATTN: CASA Volunteer Coordinator, Crime Victim Services, 330 North Elizabeth Street, Lima, Ohio 45801.

QUESTIONS: For general program information see www.casaforchildren.org, and for general agency information see www.CrimeVictimServices.org