

Outreach Coordinator (30 hours a week)

Responsible to: Executive Director

Specific Duties

1. Coordinate volunteer recruitment (area events) and training activities.
2. Screen and interact with all prospective volunteers.
3. Maintain volunteer file from application to certification.
4. Coordinate and attend all volunteer training and schedule all training alongside the Executive Director
5. Co-facilitate volunteer training sessions alongside Executive Director.
6. Disseminate all potential in-service opportunities to volunteers and maintain a monthly record of all trainings offered and completed and enter in CasaManager
7. Keep a running list of background and fingerprinting recertification due dates.
8. Assist Executive Director with development of the CASA training manual and all training materials.
9. Maintain list of CASA volunteers and their In-Service hours in paper files and on the database system.
10. Maintain list of potential CASA volunteers and distribution list.
11. Follow up with potential CASA volunteers
12. Volunteer recognition.
13. Attend staff meetings.
14. Produce and submit two newsletter articles for each newsletter.
15. Produce and distribute 6 newsletters each year.
16. Attend court if or when necessary.
17. Enter volunteer demographics in CasaManager.
18. Enter volunteer hours and activities in CasaManager.
19. Plan volunteer appreciation gatherings in December and April.
20. Assist Executive Director with annual OJA audit.
21. Assist with and maintain Board files
22. Assist with and maintain the volunteer files
23. Assist with social media (recruitment efforts)
24. Assist with CASA Volunteer Advocates if requested by Executive Director
25. Approve Executive Director timesheets if needed
26. Assist with program fundraisers
27. Assist volunteers with obtaining initial and current CVA badges
28. Maintain Volunteer Advocate Transportation files and paperwork
29. Assist with annual CASA Volunteer Advocate evaluations
30. Maintain and promote the lending library
31. Track and enter all staff in-service hours
32. Properly maintain and destroy old volunteer, Board, and staff files in accordance to the policy to include maintaining a program Excel sheet.
33. Maintain cleanliness of CASA office and CASA supplies in basement.
34. Maintain an inventory of all program items in Junction City
35. Must be able to lift up to 25 pounds at times
36. Other duties as requested by the Executive Director and/or Board of Directors

Knowledge or Experience:

- Public speaking experience
- Familiarity with data entry
- Marketing & Events
- Strong organizational, verbal and written skills are considered a priority.
- Must be a self-motivator.
- Event planning
- Ability to work cooperatively and effectively with different types of personalities a must.
- Ability to prioritize changing tasks
- Basic computer skills required.
- Understanding of the foster care system, Department of Children and Families, court, and/or Court Appointed Special Advocates

Minimum Qualifications / Experience:

- Baccalaureate degree in marketing, communications, or non-profit management and one-year experience managing volunteers preferred. Any combination of education and life experience, which would demonstrate possession of the knowledge, skills, and abilities, needed to perform the duties of the position. Experience in social service agency, volunteer organization, or court related environment with experience recruiting, training, and supervising volunteers preferred.
- Volunteer Management, Teaching, Public Speaking, and working with Non-Profit Organizations preferred.
- Proficiency in Microsoft Word, Publisher, PowerPoint, and Excel
- Must be at least 21 years old
- Ability to lift 25 pounds
- Clerical support experience
- Ability to maintain and project a professional image for the program to the community, including dependability and punctuality
- Ability to initiate contacts to further the program mission
- Must sign releases for and pass all required background checks, including a Motor Vehicle Record (MVR) check
- Maintain liability insurance on vehicle
- Ability to maintain confidentiality
- Completion of a personal interview