

Part time Employment Opportunity

Pickaway County CASA Program is looking for a part time Volunteer Coordinator

3 days weekly /\$16.90 hourly

Applicants must have great communication skills, computer skills, social media skills, people oriented, support volunteer recruitment and training, available for evening trainings, and support the CASA/GAL Program.

Willingness to work with a Therapy Dog in the office.

Please submit application and resume and by September 22, 2023

cramey@pickawaycountyohio.gov

**PICKAWAY & HOCKING COUNTY JUVENILE COURT
CASA/GAL PROGRAM
PICKAWAY COUNTY VOLUNTEER COORDINATOR**

DUTIES:

- Recruit, train, and manage volunteers.
- Forward Court and any case related information to volunteers.
- Supervise all cases of volunteers.
- Send reminders to volunteers of court dates and times. Date reports are due to the CASA office.
- Maintain volunteer files including training hours.
- Maintain child's file in office of assigned volunteers.
- Coordinate 12 in-service hours for volunteers per year; 3 hours of Rule 48 specified areas of training.
- Assist director in the coordination and train volunteers at pre-service trainings.
- Assist Attorney GALs in certification process of Pickaway County Juvenile Court
- Weekly GAL involvement in juvenile court; delinquency cases
- Assist volunteers in CASA report preparation.
- Keep statistics on all cases and volunteers through CASA Manager
- Run background checks on Open Online.
- Weekly GAL involvement in juvenile court.
- Assist Director in preparation of Appreciation Dinner for volunteers.
- Coordinate two conferences per year; TDIM & Ohio CASA Association Conference and Attend field related seminars.
- Keep good relations with other agencies.
- Attend any JFS related meeting for volunteers and staff.
- Help director in coordinating fund raisers.
- Insure promotion of the CASA Program through public speaking.
- Participate in collaborative events; CASA Day of Ohio, Victims' Rights Week, Domestic Violence Week, etc.
- Personal assignment of CASA cases.
- Perform all other duties assigned by the CASA Director.

QUALIFICATIONS:

- Must possess organizational and supervisory skills
- Have a good knowledge of management and office related skills
- Willingness to learn
- Possess excellent interviewing and communication skills
- Possess the ability to maintain accurate documentation
- Handle sensitive and confidential issues relating to youth and their families.
- Maintain objectivity.

This position is funded in part by the Department of Youth Services (DYS)

No individual will be rejected from Pickaway County Juvenile Court or the Pickaway County CASA Program because of race, color, religious creed, marginal origin, gender, sexual orientation, age, or marital status.