



## **Volunteer Recruiter/Trainer Job Description**

**Reports to:** Executive Director

The Recruiter/Trainer works closely with the Program Director to assure quality services for CASA Volunteers who are assigned to Brush Country CASA by the court. The Volunteer Recruiter/Trainer also works with the Program Director to maintain accurate volunteer information and documentation for statistical reporting. He/she will work closely with volunteers and community service providers to ensure that each Volunteer remains in good standing with documents and training hours. The Volunteer Recruiter/Trainer is classified as an exempt employee; no overtime shall be paid to this position.

### **Qualifications**

- Bachelor's degree in a Human Service field or related experience
- Experience in providing casework services
- Experience in Recruitment and Training
- Excellent communication skills and public speaking
- Knowledge of community resources and agencies
- Experience with the Court system and TDFPS
- An understanding of the local community, volunteer program management and volunteer coordination
- Should be flexible, creative, possess leadership qualities, present a professional appearance and be able to develop good working relationships with a wide variety of people
- Computer literacy and ability to manage caseload within database program
- Ability to convey and interpret information to others in a clear manner, both orally and in writing
- Ability to work under time constraints and maintain effective job performance
- Ability to identify problems in both case management and volunteer coordination and to plan corrective action
- Ability to coordinate and participate in community events
- Ability to develop, create and distribute
- Ability to make decisions independently in a consistent and timely manner

### **Preferred Qualifications**

- Bachelor's degree in Marketing or related experience in Marketing and Recruitment
- Two years experience in casework

### **Other Requirements**

- Valid Texas Driver's License and Insurance
- Submit to all necessary Background Checks
- Willingness and Ability to Travel
- Ability to lift 20 lbs

### **Summary of Job Responsibilities**

**Duties and responsibilities include but are not limited to:**

- Developing and giving presentations to the community promoting the role of CASA
- Recruiting volunteers for training
- Compile list of applicants for packet distribution
- Follow up with phone calls to applicants for initial interviews
- Interviewing and screening volunteer applicants with the Program Director and/or Executive Director
- Schedule appointments for initial, pre-training and post-training interviews with volunteers.
- Setting up and maintaining volunteer trainee records as well as permanent volunteer files, update information as needed.
- Participating in fund-raising events

## **Duties**

### **A. Program**

- Network within the community scheduling presentations to promote the CASA program
- Coordinate scheduling of presentations with the Executive Director
- Work with the media to promote community awareness of the CASA Mission
- Attend and participate in staff training provided by Texas CASA
- Remain knowledgeable of what is being implemented or considered by other CASA agencies
- Attend bi-weekly meetings with the CASA staff
- Participate in fundraising events
- Maintain and provide monthly newsletters to Brush Country CASA's distribution list
- Complete special projects and tasks as assigned

### **B. Volunteer Recruitment and Maintenance**

- Maintain volunteer data in Optima or other related databases and enter prospective volunteer information
- Maintain records of attendance and participation during training and continuing education
- Prepare and maintain all necessary documents and records, including background checks, in volunteer files
- Attend community meetings, court hearing or other case related meetings as needed
- Compile lists of applicants for packet mailouts
- Follow up with phone calls to applicants for initial interviews and completion of CASA documents
- Conduct Pre-Training Interviews with the Program Director and/or Executive Director
- Maintain and follow up on background checks, volunteer references, valid driver's license and insurance documentation
- Assist in conducting Post Training Interviews with the Program Director
- Assist in statistical compilation and records with the Executive Director and Program Director

### **C. Training**

- Develop and implement materials for Pre-Service and In-Service Training within the guidelines set by Texas CASA and National CASA Standards
- Provide staff and volunteers with proposed Pre-Service and In-Service Training dates
- Network with other local agencies and individuals to provide training
- Conduct Pre-Service and In-Service Training monthly
- Notify staff, volunteers and board of scheduled training and event dates
- Schedule and coordinate Swear In ceremonies

The Volunteer Recruiter/Trainer will travel both outside and within the state as needs arise. Travel expenses will be paid as authorized by the Board of Directors and in accordance with the budget. Salary set and administered by the Executive Director and the Executive Committee of the Board of Directors.