

# **Job Description - Volunteer Supervisor for Douglas County CASA**

A Volunteer Supervisor works with the Executive Director to recruit, screen, train, and supervise volunteer advocates assigned to abused and neglected children. The supervisor is responsible to the Executive Director of Douglas County CASA (Court Appointed Special Advocates) and works closely with other Volunteer Supervisors on the staff. This position is exempt and part-time at 32 hours per week. Applicants should submit their cover letter and resume, as well as contact information for three references, to [bmccarty@douglas-county.com](mailto:bmccarty@douglas-county.com) by February 6.

## **1. Job Responsibilities**

### **A. Volunteer Recruitment and Training**

1. Aid in the recruitment, interviewing and screening of community volunteers
2. Coordinate, implement and evaluate each volunteer training session with the Executive Director and other staff; update training materials as needed
3. Develop and schedule volunteer in-service training programs
4. Enter completed volunteer in-service hours in the database
5. Maintain volunteer resource library and inform volunteers regarding the availability of new resource materials

### **B. Case Management**

1. Assist in volunteer assignments
2. Maintain accurate volunteer work and performance records
3. Keep case files up to date and complete
4. Enter outcome data into database
5. Keep current schedule of upcoming court dates and case plan meetings
6. Attend court hearings, case plans and other meetings

### **C. Volunteer Supervision**

1. Minimum monthly contact with each volunteer; document all volunteer contacts
2. Provide assistance and consultation as needed and when requested by the volunteer
3. Assist volunteers in editing reports to the court
4. Consult with appropriate SRS and/or SRS contractors regarding child/family needs and volunteer assignments
5. Report to the Executive Director on volunteer performance
6. Complete evaluations for all volunteers
7. Develop, track and participate in volunteer appreciation and retention activities

### **D. Program Activities**

1. Attend at least six hours of in-service training each year including conferences, workshops and other forms of continuing education
2. Assist with agency fundraising efforts as directed by the Executive Director
3. Assist with all volunteer appreciation events
4. Other duties as assigned

## **2. Minimum Qualifications**

- A. Bachelor's degree in social service related field
- B. Some knowledge of issues related to family dynamics or child abuse
- C. Strong written, verbal and interpersonal skills
- D. General computer skills
- E. Ability to empower volunteers to be effective in their roles
- F. No record of confirmed child abuse/neglect or conviction of a felony crime

## **3. Compensation**

- Paid vacation, sick leave, and holidays
- Health insurance
- Starting salary is \$14.79/hour for 32 hours per week (\$24,612 annual)

Please note that total hours are contingent on continued grant funding.