



Company: CASA of Cumberland, Gloucester and Salem Counties
Position Title: Volunteer Recruitment Coordinator, CASA CGS
FLSA/Employment Status: Part-Time
Reports to: Executive Director, CASA CGS

Qualifications: The Recruitment Coordinator shall possess strong communication skills and be able to utilize technology to include visual and web-based presentations. The coordinator must also exhibit an outgoing personality and a strong passion for the program to excite interest in program. Willingness to travel throughout Cumberland, Gloucester, and Salem Counties.

Organizational Unit: The Recruitment Coordinator is part of the CASA Organization; the CASA program direct service team of the broader organizational chart.

Accountability: The Recruitment coordinator reports directly to the Executive Director.

Job Summary: The Recruitment Coordinator is responsible for recruiting individuals within the community to serve as CASA volunteers. The coordinator must also maintain strict standards of confidentiality, specifically not disclosing, sharing, discussing or otherwise making known with any staff, volunteer, public, or otherwise unauthorized persons the following: 1) case information and 2) volunteer/case names, contact information or details pertaining to the case. Supports the CASA team in all other activities as required both internal and external.

This requires that the Recruitment Coordinator complete and be accountable for of the Duties and Responsibilities outlined below.

Duties and Responsibilities:

Recruitment:

- Develop and implement recruitment strategies and a comprehensive communication plan that drives the level of volunteer participation to meet the business needs of CASA of Cumberland, Gloucester and Salem Counties.
- Provide timely, through responses to any and all inquiries related to the CASA volunteer opportunity. Cultivate interest and obtain commitment for participation of informative events. Host introductory conversations as needed.
- Schedule and execute all aspects of recruitment content including but not limited to, development of presentation material, maintain freshness and relevancy of materials. Partner with marketing stakeholders to incorporate content within overall CASA CGS communication strategy.
- Identify, coordinate and participate in opportunities for outreach to include speaking engagements, community events, etc. Maintain a calendar with leadership and board visibility as needed of these opportunities.

- Manage board/volunteer participation in recruitment activities as needed.
- Ensure data tracking and record keeping standards are met to provide an accurate view of all recruitment activities, efforts and achievements.
- Provide all required components of quarterly reporting due to funding and grant sources.
- Responsible for assisting CASA Volunteers in the completion and submission to appropriate agencies of all necessary documentation for certification and re-certification.
- Responsible for maintaining accuracy and completeness of all records, files, and materials.
- Partner with CASA program staff for input and transparency of calendars across Volunteer activities such but not limited to pre-service, in-service, continuing education, and system-wide trainings.

Other Duties:

- Perform all additional duties assigned by the Program Director and Executive Director.

Evaluation: Performance shall be evaluated by the Executive Director. The evaluation shall be made in accordance with the CASA employee manual. The evaluation will be based on day-to-day supervision, observation, and those other indicators deemed relevant to assess and evaluate performance.

Physical Demands/Work Environment

- Sedentary** - Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and files. Walking and standing are required only occasionally.
- Light** - Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree, involves sitting most of the time with a degree of pushing and pulling.
- Medium** - Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.
- Heavy** - Lifting 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.

Work Environment

- Limited** - General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- Moderate** - Occasionally exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)
- High** - Frequently exposed to extreme atmospheric conditions (temperature, noise fumes, dust, etc.)