

Chattahoochee CASA: Volunteer Supervisor

Qualifications

- Bachelor's degree in Social Services or related field preferred.
- Prior experience in volunteer management.
- Prior Case Management and/or marketing experience a plus.
- Must be willing to work non-traditional hours.
- The ability to handle highly sensitive issues a must.

Organizational Relationships

- Reports to CASA Program Coordinator
- Supervises Volunteers for CASA program
- Interacts with entire Twin Cedars Staff

Description of Key Responsibilities

1. Responsible for assisting with volunteer recruitment and retention.
 - Enters volunteer information in data base for reporting, statistical, accountability and grant reporting.
 - Coordinates cases with volunteers and makes assignments.
2. Conducts/Assist in volunteer pre-service training.
 - Ensures that volunteers complete required training hours and documents.
 - Maintains volunteer and training files.
 - Participates in conducting volunteer training sessions as scheduled.
 - Ensures background screens are completed on prospective volunteers and documented in chart.
3. Responsible for coordination and supervision of all volunteer efforts.
 - Supervises 20-30 Volunteers.
 - Provides monthly contact and supervision of volunteer activity and documents.
 - Ensures each assigned case is covered by volunteers.
 - Monitors volunteer relationships with clients and stakeholders.
 - Maintains accurate records of volunteer hours for grant reporting purposes.
4. Coordinates referrals from DFCS/Juvenile Court.
 - Coordinates Appointment Orders of volunteers with Juvenile Court.
 - Coordinates with DFCS and GAL staff as needed on behalf of the program and volunteers.
5. Reviews and edits Volunteer's court reports to ensure accuracy and content.
 - Reviews, edits and corrects Volunteer court and other reports for accuracy and content.
 - Submits reports to the court, DFCS and GAL attorneys.
 - Attends court and Panel hearings/meetings with Volunteer or represents Volunteer if not present.
6. Provides information for monthly CASA e-newsletter for volunteers & stakeholders to stay aware of program activity and community outreach.
 - Provides input on monthly e-newsletter and nominates candidate for Volunteer of the month/quarter.
 - Provides input or content for quarterly Board Reports.
7. Maintains confidential files for Volunteers and children.
 - Maintain volunteer and child charts in accordance with National and State CASA standards.
 - Secures files nightly.
 - Follows and participates in the PQI process.
8. Coordinates and collaborates with all CASA and all Twin Cedars staff to accomplish programmatic goals.
 - Assists with volunteer recognition, retention and special events.
 - Assists with resource development, fundraising and public awareness events.
 - Assists in grant writing by providing statistical data, planning and proofreading.

Send Resume to: Keagan Clark, kclark@twincedars.org.