

Lookout Mountain CASA, Inc. is seeking to hire a full-time Volunteer Recruiter Coordinator. This position is an exempt salaried position with a starting yearly pay of \$36,200.00 with limited benefits. Office is in LaFayette, Georgia, although regular travel to the 4 counties served is expected. Mileage for travel is reimbursed. Primary responsibilities will be volunteer recruiting and retention to ensure that a sufficient number of well-trained CASA volunteers are available for case assignments. This responsibility will include working with the Executive Director and the Volunteer Coordinator Supervisor in the areas of resource development, public awareness, community education, and planning/evaluation in Catoosa, Chattooga, Dade and Walker Counties.

Desired Qualifications:

1. Experience in community engagement, social services, child advocacy, CASA volunteer or Guardian Ad Litem.
2. Proficient in Word, Excel, and Power Point.
3. Strong written and verbal communication skills.
4. Thorough knowledge of principles, and techniques related to designing effective engagement and recruitment strategies.
5. Demonstrated ability to present information and respond to questions from groups and individuals.
6. Commitment to CASA goals and mission.
7. Background check is required.

Interested in the position: Please submit your resume and three references to [lookoutmtncasa@gmail.com](mailto:lookoutmtncasa@gmail.com). Applications will be accepted until the position is filled.