

## **Outreach Coordinator (25 hours a week)**

### **Responsible to: Executive Director**

#### Specific Duties

1. Coordinate volunteer recruitment (area events) and training activities.
2. Screen and interact with all prospective volunteers.
3. Maintain volunteer file from application to certification.
4. Coordinate and attend all volunteer training and schedule all training alongside the Executive Director
5. Co-facilitate volunteer training sessions alongside Executive Director.
6. Disseminate all potential in-service opportunities to volunteers and maintain a monthly record of all trainings offered and completed
7. Keep a running list of background and fingerprinting recertification due dates.
8. Assist Executive Director with development of the CASA training manual and all training materials.
9. Maintain list of CASA volunteers and their In-Service hours in paper files and on the database system.
10. Maintain list of potential CASA volunteers and distribution list.
11. Follow up with potential CASA volunteers
12. Volunteer recognition.
13. Attend staff meetings.
14. Produce and submit two newsletter articles for each newsletter.
15. Attend court if or when necessary.
16. Enter volunteer demographics in CasaManager.
17. Enter volunteer hours and activities in CasaManager.
18. Plan volunteer appreciation gatherings in December and April.
19. Assist Executive Director with annual OJA audit.
20. Assist with and maintain Board files
21. Assist with and maintain the volunteer files
22. Assist with social media (recruitment efforts)
23. Assist with Geary and Dickinson County volunteers if requested by Executive Director
24. Approve Executive Director timesheets if needed
25. Assist with program fundraisers
26. Assist volunteers with obtaining initial and current CVA badges
27. Maintain Volunteer Advocate Transportation files and paperwork
28. Assist with annual Geary and Dickinson County volunteer evaluations if requested
29. Maintain and promote the lending library
30. Track and enter all staff in-service hours
31. Properly maintain and destroy old volunteer, Board, and staff files in accordance to the policy to include maintaining a program Excel sheet.
32. Maintain cleanliness of CASA office and CASA supplies in basement.
33. Maintain an inventory of all program items
34. Must be able to lift up to 25 pounds at times
35. Other duties as requested by the Executive Director and/or Board of Directors