

## **Youth Program Specialist, Court Appointed Special Advocates (CASA) of Brown County Full-Time**

### **Job Summary**

The Youth Program Specialist works with the Youth Director to assist with administration of the Fostering Futures program. The Fostering Futures program provides life skills development and educational and career exploration for youth who have experienced abuse and/or neglect who have been appointed a CASA volunteer to advocate on their behalf while under court protection. The Youth Program Specialist provides a variety of duties related to implementation and assessment of the Fostering Futures program. This position reports to the Youth Director.

### **Qualifications**

Bachelor's degree or Associate degree.

Computer proficiency, including the Microsoft suite, and other programs necessary for completion of job duties.

Excellent communications skills, both oral and written.

Ability to relate positively and professionally with CASA volunteers and all persons involved in CASA of Brown County.

Ability to maintain confidentiality and be accurate, organized, creative and detail oriented.

Ability to work independently as well as in a team and demonstrate a high level of initiative and consistent and timely follow through.

Willingness to work flexible hours and travel occasionally within Brown County, including some evenings and weekends.

Passion for the mission of CASA.

### **Duties and Responsibilities**

Enter data and maintain accurate case records.

Assist with the development and implementation of individual youth goal plans.

Track program data, statistics, and metrics to measure youth outcomes.

Prepare training and other program materials.

Assist with CASA pre-service training sessions.

Assist with developing and implementing youth programming, including tracking participation and recording outcomes.

Participate in youth programming, including meetings and events hosted by CASA of Brown County and other collaborative partners.

Assist with correspondence, meeting and event invitations and reminders.

Assist with volunteer recruitment and recognition efforts.

Participate in professional development activities.

Completes other duties as assigned.

*CASA of Brown County follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, marital status, or any other consideration made unlawful by federal, state, or local law, ordinance, or regulation.*