

VOLUNTEER RECRUITMENT AND OUTREACH COORDINATOR (Full-Time)

Court Appointed Special Advocates (CASA) of Brown County

Are you a connector at heart? Are you someone who loves bringing people and purpose together? CASA of Brown County is seeking a confident communicator and relationship-builder who thrives on meeting new people, inspiring others, and sharing a mission that changes lives.

Our Mission:

We empower children, youth, and young adults who have experienced abuse or neglect by partnering with volunteers to provide court-appointed advocacy and supportive mentoring that creates lasting and positive change.

Our Vision:

A community where those impacted by the child welfare system feel safe, valued, and have the tools to thrive.

Our Values:

Adaptability | Collaboration | Integrity | Quality | Respect | Service | Stewardship

Position Summary

We are seeking a confident communicator and relationship-builder to join our team as our Volunteer Recruitment and Outreach Coordinator. This role is ideal for someone who thrives on connection, loves meeting people, building partnerships, and inspiring others to make a difference.

The coordinator will be responsible for leading outreach initiatives to raise awareness of our mission, recruit passionate volunteers to serve as CASA volunteers and Transitional Aged Youth program mentors. Success in this role requires confidence communicating both in person and in virtual settings, along with the ability to engage effectively with individuals and groups across our community.

This is a full-time, 40-hour per week position.

Qualifications

- Bachelor's degree required.
- Experience in community engagement, volunteer coordination, public relations, or related fields.
- Strong organizational, oral, and written communication, and presentation skills.
- Confidence in communicating both in person and in virtual settings, with the ability to adapt your style to connect effectively with diverse audiences.
- Confident networker with the ability to build and maintain strong community relationships.
- Proficient with the Microsoft Office Suite and database systems.
- Self-motivated with the ability to work both independently and collaboratively.
- Willingness to work occasional evenings and weekends for community events.
- Passion for the CASA mission, volunteerism, and making a lasting impact for children, youth, and young adults in our community.

Key Responsibilities

Volunteer Recruitment

- Develop and execute a comprehensive strategy to recruit, engage, and retain CASA volunteers and mentors.
- Serve as the primary point of contact for prospective volunteers, ensuring a welcoming, informative, and professional experience.
- Maintain and update recruitment materials, correspondence, and database records.
- Analyze recruitment outcomes and trends, providing regular reports to leadership.
- Ensure compliance with the National CASA/GAL Association for Children quality standards for volunteer administration.

Volunteer Relations

- Coordinate volunteer swearing-in ceremonies and recognition events that celebrate the impact of CASA volunteers and Transition Aged Youth program mentors.
- Build and steward meaningful relationships with volunteers through consistent communication, appreciation, and engagement efforts that foster connection and retention.

Screening

- Lead the volunteer screening process, including scheduling and conducting interviews, references, and background checks.
- Ensure every prospective volunteer has a positive and professional experience throughout the screening process.
- Maintain accurate and timely documentation in the program database to ensure compliance and readiness for each new volunteer's journey.

Community Outreach

- Represent CASA at community events, volunteer fairs, and meetings to raise awareness and inspire engagement.
- Cultivate and strengthen relationships with community partners, such as higher education institutions, faith communities, civic groups, etc.
- Identify and secure new outreach opportunities to share our mission and impact throughout Brown County.
- Collaborate with CASA staff and leadership to align recruitment and outreach strategies with program needs and organizational goals.

Other Duties

- Perform additional tasks as needed to support our mission and team success.

Why Join CASA of Brown County?

At CASA, you will be part of a passionate, purpose-driven team that believes in the power of advocacy, connection, and community. Every day, your work will help ensure that children and youth in our community have a voice and a chance to thrive.

To Apply:

Please send a cover letter and resume to careers@casabc.org to apply.

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.