

VOLUNTEER RECRUITMENT COORDINATOR (Full-Time)

Court Appointed Special Advocates (CASA) of Brown County

Mission: CASA of Brown County is a volunteer based nonprofit organization that provides a voice for abused and neglected children under the legal protection of the court system. We recruit, train and support citizen volunteers who advocate for the best interests of children under court protection until they are safe and thriving in permanent homes. In 2021, 131 CASA volunteers advocated for 228 children in Brown County.

Job Summary

The Volunteer Recruitment Coordinator develops and conducts comprehensive outreach efforts aimed at recruiting a diverse pool of volunteers to serve as CASA volunteers. The Volunteer Recruitment Coordinator works closely with CASA senior leadership. This position is full-time and located in Brown County.

Qualifications

- Bachelor's degree in communications, public relations, marketing, human services, or related field.
- Minimum 2 years of relevant experience in community organizing or related public relations experience.
- Computer proficiency, including the Microsoft suite, and other programs necessary for completion of job duties.
- Excellent organizational, project management, presentation, and networking skills.
- Excellent communications skills, both oral and written as well as attention to detail.
- Capacity to inspire, motivate and encourage community members to become involved in the CASA program as volunteers.
- Ability to relate positively and professionally with volunteers and all persons involved in the CASA program.
- Ability to work in a team environment as well as independently with a high level of initiative and follow through.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Passion for volunteerism and child advocacy.

Duties and Responsibilities

- Develop and implement a comprehensive strategy and plan to recruit CASA volunteers, including ongoing analysis of changing needs, trends, and outcomes, in collaboration with the CASA senior leadership team.
- Participate in community outreach and promotional events hosted by collaborative partners such as local service groups, higher education institutions, religious organizations, and companies.
- Maintain relationships with and recognize collaborative partners.
- Provide regular reports of volunteer recruitment activities and outcomes.
- Assist with the development of materials and content related to volunteer recruitment.

- Serve as the primary point of contact for all requests from prospective volunteers or to participate in community outreach activities, including telephone, voice mail, email, and other written requests.
- Respond to inquiries from prospective volunteers with relevant information in a professional and timely manner.
- Conduct and track CASA volunteer onboarding activities to prepare volunteers for CASA pre-service training.
- Maintain required written and electronic documentation related to compliance with the National CASA/GAL Association for Children quality standards.
- Assist with volunteer recognition activities.
- Complete other duties as assigned.

Please send a cover letter and resume to Executive Director Kristin Jacobs at kristinj@casabc.org.

CASA of Brown County provides benefits, including health, vision and dental insurance, a short-term and long-term disability plan, a Simple IRA program matched by CASA of Brown County, an employee assistance program, mileage reimbursement, Paid Time Off (PTO) and 11 paid holidays.

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.