



**CASA Volunteer Coordinator  
Lee County, Alabama  
Fulltime Position**

**I. Qualifications**

Bachelor's degree in Social Services or related field preferred.  
Prior experience in volunteer recruitment.  
Prior Case Management and/or marketing experience a plus.  
Must be willing to work non-traditional hours.  
The ability to handle highly sensitive issues a must.

**II. Organizational Relationships**

Reports to CASA Coordinator  
Supervisors Volunteers for CASA program  
Interacts with entire Twin Cedars Staff

**III. Description of Key Responsibilities**

1. Responsible for volunteer recruitment and retention.
  - Shall assist Coordinator with recruiting and retaining a constant volunteer base of 20-30+ volunteers per year.
  - Conducts presentations on the CASA program for the purpose of recruiting volunteers and increasing community awareness.
2. Conducts volunteer training in conjunction with Program Coordinator.
  - Screens volunteer applications, conducts background checks, and interviews to determine the suitability of the applicant to the CASA program.
  - Maintains volunteer training files.
  - Assist in pre-service and in-service training for volunteers.
  - Ensures background screens are completed on prospective volunteers.
3. Shall assist the Program Coordinator in the support and supervision of the CASA volunteers.
  - Supervises and supports CASA volunteers – reviews court reports, attends court and be in regular communication with each assigned volunteer.
  - Keeps the volunteers updated on federal and state legislation affecting the children they service and new community resource.
  - Facilitation of peer support groups.
4. Assists the Program Coordinator in coordinating referrals from Lee County Family Court and interacts with DHR Case Managers.

**How To Apply**

If you would like to apply for a position that is currently open, please send a current resume and a relevant cover letter to [ralston@twincedars.org](mailto:ralston@twincedars.org). Due to the volume of resumes we receive, you may not receive an immediate reply. After 30 days, if you have not received a reply, you may email the above address to inquire.

**Note:** All applicants are subject to Pre-employment physical and substance abuse testing.