



CASA DeKalb County, Inc.  
308 W. State St. Suite 301  
Sycamore, IL 60178  
PH: (815) 895-2052  
FAX: (815) 895-3561

## Volunteer Recruiter & Coordinator Job Description

### **Overview of CASA DeKalb County, Inc.**

CASA (Court Appointed Special Advocates) is the *Guardian ad litem (GAL)* appointed to 100% of children involved in the DeKalb County juvenile court system due to abuse or neglect by a parent or guardian. CASA Advocates are the eyes and ears of the judge and the voice of the child in court, advocating for the child's best interests. CASA's role is to interview the child and all relevant parties in the child's life and present the gathered information to the court through written reports with the goal of the child being placed in a safe, permanent home as soon as possible.

### **Volunteer Recruiter & Coordinator Position Summary**

The CASA program is designed to recruit, train and supervise community members as volunteer advocates for children. Volunteers work with one family at a time and remain on the case until it is closed in court. The Volunteer Recruiter & Coordinator will be responsible for recruiting new volunteers and beginning the onboarding process for them. Additionally, the position will be responsible for retaining CASA's current volunteer advocates and planning and executing continuing education training for current volunteers. The position is supervised by the Executive Director and works cooperatively with the Advocate Supervisors, Development Manager and Grant and Marketing Coordinator. This is a part-time (20 hours/week) position.

### **Responsibilities**

- Develop and execute various recruitment techniques, including but not limited to community presentations, print and digital marketing, social media campaigns, volunteer fairs and info sessions
- Attend local networking events, such as Chamber After Hours or business showcases
- Manage all volunteer inquiries and applications using online volunteer management system
- Build relationships with potential volunteers that encourage individuals to move forward with the volunteer application process
- Schedule and lead interviews with potential volunteer advocates
- Plan, communicate and help facilitate continuing education trainings for current volunteers
- Assist in retaining current volunteers through various techniques, including but not limited to networking events, social events and volunteer recognition activities
- Other duties as assigned by the Executive Director

## **Required or Preferred Experience and Qualifications**

- Bachelor's and/or advanced degree in nonprofit management, social services, business, or related field, plus 3-5 years of work experience, or equivalent combination of education and experience
- Experience working with and recruiting volunteers is preferred
- Excellent oral and written communication skills
- Strong interpersonal skills
- Ability to thrive in an autonomous setting
- Ability to work with and thrive in a variable work schedule environment, including flexibility to work outside of Monday-Friday, 9 am-5 pm working hours on occasion
- Commitment to CASA DeKalb County's mission, vision and values
- A background check is required for the position

The salary range is \$20,000-\$25,000 commensurate with experience. Benefits include vacation and sick days as well as a retirement savings contribution. Healthcare support may be provided by a negotiable monthly health insurance stipend.

CASA DeKalb County, Inc., is an Equal Opportunity Employer. All policies, practices and recommendations are administered without discrimination on the basis of actual or perceived race, color, religion, national origin, ethnicity, ancestry, sex, gender identity or expression, sexual orientation, age, recipient of an order of protection, marital status, physical or mental disability/handicap or military status in any of its activities or operations.

*To apply, please submit a resume and cover letter to Jill Olson, Executive Director, at [jolson@casadekalb.org](mailto:jolson@casadekalb.org).*

Change a Child's Story™