



A Child's Place CASA, Ltd.  
613 Main Street  
Follansbee, West Virginia 26037  
(304) 737- 4444  
www.childsplacecasa.com

## **JOB OPENING ANNOUNCEMENT**

### **CASA VOLUNTEER COORDINATOR**

A Child's Place CASA, Ltd. has an opening for one fulltime CASA Volunteer Coordinator serving Brooke & Hancock Counties West Virginia and also in Jefferson County Ohio. This position will be housed in Follansbee WV. Court Appointed Special Advocates (CASA) are community volunteers, appointed by the judges to represent an abused child's best interests in court proceedings. CASA volunteers also work with older youth to better prepare them for adulthood. This position will be responsible for the recruiting, screening, training and supervising of volunteers, as well as case management, networking and public relations.

- HOURS:** 40 hours per week - Monday through Friday  
Daytime hours with some evenings/Saturdays possible during volunteer training and recruitment activities. No on-call duties.
- DUTIES:** Recruit, screen & supervise CASA volunteers  
Assist Trainer in training CASA volunteers  
Attend court hearings, meetings, etc.  
Maintain accurate case and volunteer records  
Network with other community agencies  
Conduct public speaking engagements  
Complete required reports for grants, etc.  
Fundraising  
Dedicated and resilient advocate
- QUALIFICATIONS:** Bachelor's degree in social services preferred  
Supervisory experience preferred  
Computer, communication and writing skills  
Experience with volunteers preferred
- SALARY RANGE:** **\$34,000 to \$39,000**
- APPLY TO:** A Child's Place CASA, Ltd. **by September 15, 2023**  
613 Main Street  
Follansbee WV 26037  
**ATTN:** Rhonda Stubbs email: [casainformationclerk@gmail.com](mailto:casainformationclerk@gmail.com)

*Equal Opportunity Employer*

A Child's Place CASA, Ltd. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. If you are interested in being a part of the CASA team, and truly making a difference in the lives of children, please apply today! Please feel free to contact us with any questions.