



Volunteer Recruiter Job Description

REPORTS TO: Chief Executive Officer (CEO)/Director of Strategic Marketing and Community Outreach

DESIGNATION: Full-Time, Exempt

PRIMARY RESPONSIBILITY: Recruit volunteer advocates through consistent adherence to all program standards. Serve as a visible and active representative of CASA of Galveston County, strengthening community partnerships and raising awareness of the needs of the children and families we serve.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Implement recruitment strategies to recruit volunteers for CASA of Galveston County
 - a. Identify, coordinate, and participate in various recruitment initiatives including information sessions, speaking events, networking events, and informational booths at community events.
 - b. Schedule, promote, and lead volunteer information sessions to educate the community about CASA of Galveston County including the process of becoming a CASA volunteer.
 - c. Participate in roundtables and specialty groups (including Faith Outreach, and CASA, Clergy, and Community) to promote our agency needs and develop additional strategies in recruitment, retention, and resources.
 - d. Utilize the agency recruitment plan and promotional materials in collaboration with the Director of Strategic Marketing and Community Outreach, the Recruitment and Training Lead, and the CEO.
 - e. Provide feedback to leadership on the effectiveness of recruitment and retention strategies and adjust as necessary to ensure alignment with the recruitment plan and goals.
 - f. Participate in appropriate community meetings or committees as identified or as directed by the Director of Strategic Marketing and Community Outreach/Chief Executive Officer.
2. Manage Volunteer Records in the Agency's database
 - a. In coordination with the Recruitment and Training Lead, maintain accurate and up-to-date volunteer information in the agency database as required for grants, standards, and other agency reporting requirements.
 - b. In coordination with the Recruitment and Training lead, ensure all elements of tracking from inquiry to swearing-in are documented and all associated documentation including background check management is up to date.
 - c. Interview, screen, and make selection recommendations to the Director of Strategic Marketing and Community Outreach/Chief Executive Officer for potential volunteers
 - d. Notify volunteers of their acceptance or rejection of training and/or swearing-in

- e. In coordination with the Chief Programs Officer/Director of Strategic Marketing and Community Outreach/CEO ensure follow-up interviews are conducted with potential volunteers after completion of training and documentation is maintained in the agency database.
3. Attend pre-service volunteer training and be sworn in by the court.
4. Any special projects assigned by the Director of Strategic Marketing and Community Outreach/Chief Executive Director

OTHER RESPONSIBILITIES

1. Upon request, update website calendar of events for informational sessions, and any other volunteer-related events as needed.
2. Assist in planning volunteer retention activities with the Director of Strategic Marketing and Community Outreach, Recruitment and Training Lead, and Executive Operations and Retention Specialist
3. Maintain compliance with state and national standards.
4. Attend Staff Meetings
5. Demonstrate professional conduct at all times while representing the organization in various settings.

KNOWLEDGE, SKILLS, & EXPERIENCE

- Must be 21 years of age
- Bachelor's degree in communications, marketing, nonprofit management, or a related field
- Experience in recruiting
- Knowledge of the Family Court and Child Welfare System
- Familiarity with community resources
- Understanding of the dynamics of abuse and neglect
- Internal and External Communication Skills
- Knowledge of database management
- Available for nights and weekends as needed for events
- Excellent organization skills and ability to multi-task in a fast-paced environment

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environmental characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have read and understand this job description. My signature below indicates my agreement to perform the required duties and to meet the organization's goals and metrics.

Employee Signature

Date

Director of Strategic Marketing and Community Outreach

Date

Chief Executive Officer Signature

Date