



## Position Description

# **PROGRAM DIRECTOR**

Yamhill County CASA Program

### **Purpose of the Position**

The Program Director (Director) is charged with carrying out the mission of the organization and reports to the Chair of the Yamhill County CASA Board. The Director interprets the directives of the Board as described in their strategic and funding plans and directs the work of staff and volunteers.

### **Scope of Duty**

The Director develops the human and financial resources necessary to implement the mission of the organization; develops the required procedures and policies; manages or directs the management of the resources to carry out the mission and as stated in the strategic and funding plans. The Director represents the CASA program in the community in concert with the Board.

### **Primary Responsibilities**

Develops the annual plan of activities based on the Board's approved strategic plan and directs the resources of the program to meet the plan goals. Communicates the essentials of the plan and its direction to our partners in the child welfare community locally and statewide.

With the Board, develops a fundraising plan to fund the activities anticipated and executes the plan. Reports to the Board the progress of the plan as scheduled or requested.

Maintains such financial records as are required; works with assigned professionals to audit and produce annual reports for tax purposes; maintains records for reporting to granting agencies; and provides the Board with routine financial reports and such special reports as may be requested.

Performs all human resource management responsibilities and delegates such responsibilities where appropriate to other trained staff or volunteers. Develops all written human resource rules and procedures for both volunteer and paid staff consistent with the National CASA Standards and is responsible for their implementation.

Maintains effective working relationships with the CASA State Coordinator's office, the National CASA Representative's office, and all governing agencies which are likely to affect the future of the Yamhill County CASA Program.

Directs the maintenance of all records pertaining to the work of the CASA program in accordance with state, court and accounting rules and practices.

Assures the program and its volunteers operate in a manner consistent with the desires and requirements of the Yamhill Circuit Court.

### **Qualifications**

Bachelor's degree in business or social work preferred, or at least two years of relevant experience.

Must qualify as a CASA volunteer and be sworn in as a CASA at the next possible training opportunity with the Yamhill County CASA Program.

### **Knowledge, Skills, and Experience**

Experience managing a program that required the ability to plan, budget, raise money, write grants, and work successfully with a Board of Directors.

Two years of supervisory experience working with both volunteers and paid staff. The supervisory experience should include the hiring, training and performance evaluation of the paid staff and the training and performance evaluation of the volunteers.

A working knowledge of the basic structure and function of the county circuit court system preferred.

A working knowledge of the psychological and emotional issues associated with the dynamics of abuse, neglect, and/or domestic violence.

Excellent communication skills.

### **Compensation**

Salary dependent on experience and negotiated hours.