



Yamhill County CASA

Recruitment & Training Coordinator

Job Description

Role

The Recruitment and Training Specialist is responsible for expanding Yamhill County CASA's volunteer base by leading targeted recruitment efforts, managing the full onboarding process for new CASA volunteers, and facilitating their initial and ongoing training. This role is essential in ensuring volunteers are well-prepared, supported, and retained to effectively advocate for children open dependency cases.

Supervision:

The Recruitment & Training Coordinator works alongside the staff and receives supervision and direction from the Executive Director. The Recruitment & Training Coordinator supervises new applicants as they work through the application process and during preservice training. Once volunteers complete onboarding and are sworn in as CASA advocates, they are then supervised by the Volunteer Coordinators. Should Volunteer Supervisor caseloads exceed standard requirements, the Recruitment & Training Coordinator may temporarily supervise active CASAs until caseloads decrease.

Responsibilities

Volunteer Recruitment

- Develop and implement strategic recruitment plans to attract diverse, committed CASA volunteers from across Yamhill County.
- Conduct outreach through presentations, tabling events, and partnerships with local organizations, businesses, colleges, and faith communities.
- Respond promptly to volunteer inquiries and guide prospective volunteers through the application and interview process.
- Maintain accurate records of recruitment metrics and volunteer prospects.

Pre-Service Training Facilitation

- Coordinate and facilitate all aspects of the 30-hour CASA pre-service training program (held three times annually).
- Serve as lead trainer, using the approved curriculum to prepare volunteers for effective advocacy.
- Coordinate guest speakers, training materials, evaluations, and scheduling logistics.
- Work with staff to assess training needs and modify content or delivery as necessary.

Continuing Education & Volunteer Support

- Plan and facilitate monthly continuing education opportunities to meet CASA volunteer requirements and professional development needs.
- Collaborate with staff and community partners to bring in relevant topics, speakers, and resources.
- Track and document volunteer training hours and compliance.

Requirements

- Candidates with a criminal history involving violent crimes or crimes against children cannot be considered for this position.
- Candidates with founded allegations of child abuse or neglect cannot be considered for this position.
- Candidates must be 21 years old.
- Candidates must demonstrate a commitment to valuing diversity, equity, and contributing to an inclusive working and learning environment.
- Candidates must have access to reliable internet access.
- If hired, candidates must participate in the next available Yamhill County CASA pre-service training and be sworn in as a CASA (taking a case is not required).

Qualifications:

- 2+ years of experience in adult education, volunteer coordination, recruitment, or training.
- Strong presentation, facilitation, and public speaking skills.
- Excellent interpersonal and communication abilities; comfortable working with people from diverse backgrounds.
- Ability to work evenings or weekends as needed for training and outreach events.
- Proficiency with Microsoft Office, Teams, and learning management tools.
- Strong organizational and time management skills are important.
- Passion for child advocacy and volunteer engagement is key.

Preferred Qualifications:

- Experience working or volunteering with a CASA organization or other child welfare setting.
- Bilingual (English/Spanish) preferred.
- Knowledge of adult learning principles and trauma-informed care approaches.

Work Environment:

- Hybrid work model: primarily remote with in-person requirements for trainings, meetings, and outreach.
- Flexible scheduling with occasional evening and weekend hours required.

Compensation & Benefits:

- This is a salary/exempt position starting at \$21,840 to \$23,920 annually depending on experience (0.5 FTE or approximately 20 hours/week @ \$21 - \$23 per hour).
- This position is budgeted to receive between a 4% and 7% annual raise (depending on program benchmarks) with a salary cap of \$33,550 annually (0.5 FTE). After the cap has been reached, the salary will be evaluated and may be adjusted for COLA increases every two years thereafter.
- Attendance is required at 2 monthly staff meetings, 1 monthly one-on-one meeting with the Executive Director (can follow a staff meeting), and weekly Chamber of Commerce Greeters meetings. Additional in-person attendance at events and meetings as needed.

- Initial benefits include a laptop, cell phone reimbursement at \$50 per month, and PTO will begin accrual on the first day of employment (more information on PTO is available in the Employee Handbook).
- Benefits after a 90-day probationary period include a 2% of salary employer contribution to a SIMPLE IRA with employee option to contribute additional funds.

Agency Description:

Mission: Our mission is to improve outcomes for children who have experienced abuse and neglect in Yamhill County by recruiting, screening, training, and supporting CASA volunteers who advocate for the child's best interests in the courtroom, classroom, and community.

Vision: Our vision is to see that every child in Yamhill County has a powerful voice and a hopeful future.

Yamhill County CASA is committed to cultivating diversity among our staff and volunteers, prioritizing equity in the way we carry out our mission, and nurturing inclusion and belonging within our organization.

Yamhill County CASA recognizes that there are historical inequities within the infrastructure of family-serving systems that can further traumatize children and families throughout their involvement with child welfare and affiliated services. The disproportionate distribution of resources and limited availability of services in our rural county further impacts families experiencing addiction, mental health illness, disability, and poverty- all of which are associated with a greater likelihood of child welfare and judicial system involvement. In Yamhill County, LGBTQIA2S+ youth, Black and African American youth, Native American youth, and Latino/a youth are marginalized and are more likely to enter foster care than white, cisgender, heterosexual youth.

Yamhill County CASA's hope is to see every child in Yamhill County thrive in a safe and stable home. The best outcomes are reached when every person- child and adult feels valued, respected, and heard. For every child who enters state care, we aim to have a CASA immediately available who can acknowledge the values and cultures of a child's life and be a reliable positive presence throughout the entire journey of a child welfare case. Our staff and volunteers are carefully screened to ensure every volunteer we endorse and every staff person we hire is a model of inclusivity and equity, and a powerful advocate for strengths-based trauma-informed care.

Yamhill County CASA operates its program, services, and activities in compliance with federal nondiscrimination laws. No person shall, based on race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs.