

## **VOLUNTEER SUPERVISOR 3 JOB DESCRIPTION**

### **GENERAL DESCRIPTION:**

The Volunteer Supervisor 3 provides professional staff support to CASA volunteers ensuring that children involved with the CASA program receive sound advocacy and early permanency planning. Volunteer Supervisor 3 is responsible for volunteer supervision and coordination of cases and preparing statistical reports.

### **QUALIFICATIONS:**

The Volunteer Supervisor 3 will have the following skills and experience:

- ❖ Bachelor's degree in social service-related field preferred or equivalent combination of education and experience.
- ❖ The ability to communicate with, supervise, and empower volunteers to be effective in their roles. Experience with managing volunteers and/or coordinating volunteers given preference.
- ❖ The ability to work cooperatively with different types of personalities.
- ❖ Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- ❖ Commitment to CASA's goals, and mission as well as the standards set out by TX CASA and National CASA.

### **ACCOUNTABILITY:**

The Volunteer Supervisor 3 is hired by the Executive Director of the program. The Volunteer Supervisor 3 must authorize CASA of Johnson County to secure a national, state, and local criminal record check as well as a child protective services background check and a sex offender registry background check, as appropriate and permissible by state law; references must be provided and able to be verified. The Volunteer Supervisor 3 reports directly to the Program Director, who is responsible for the employee's performance evaluations.

### **RESPONSIBILITIES:**

- ❖ Complete Pre-service CASA training.
- ❖ Prepare and distribute case documentation.
- ❖ Review and distribute volunteer court reports.
- ❖ Maintain case files in the software database utilized by the program.
- ❖ Attend court hearings and track court dates.
- ❖ Provide assistance and consultation for volunteers as needed and when requested.
- ❖ Assist volunteers and program in the completion of volunteer/case statistical reports.
- ❖ Update case and volunteer information in the software database as needed.
- ❖ Assist in the recruiting of new volunteers.
- ❖ Other duties as assigned by the Program Director or Executive Director.
- ❖ For employees assigned to supervision as a full-time function, the employee will not supervise more than 30 volunteers or a maximum of 45 cases. In the event the employees are required to perform duties other than supervision of volunteers, the number of volunteers the employee can supervise is reduced pro rata.
- ❖ Participate in and attend community awareness events, yearly fundraising events and training activities.

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Employee Signature

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Date

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Executive Director

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Date