JOB OPPORTUNITY: MARIN CASA RECRUITMENT & TRAINING MANAGER

Job Type: Full-time
Reports to: Program Director
Status: Full-time/Exempt
Location: Flexible work arrangement. Currently a hybrid model.
Salary: $60,000
Date Posted:

ORGANIZATION OVERVIEW

Marin Court Appointed Special Advocates (CASA) recruits, trains and supervises community volunteers who provide consistency and support for children in the Marin County juvenile court system. CASAs provide one-on-one advocacy for the child they are appointed to and speak up for the best interests of their children in the courtroom and the juvenile court system to ensure that their needs are being met.

POSITION OVERVIEW

The volunteer recruitment and training manager is a key member of the Marin CASA programs team, ensuring that all volunteers recruited, screened and trained by Marin CASA are able to fulfill their responsibility of serving children and families in the juvenile court system. This position directly oversees volunteer recruitment efforts, manages the volunteer interview and screening process, designs and leads the initial and ongoing training program for CASAs and leads volunteer appreciation/engagement efforts. The volunteer recruitment and training manager has the ability to engage adult learners and demonstrates an anti-racist, trauma-informed approach to working with children, families and community members.

ESSENTIAL FUNCTIONS

- Develop and oversee recruitment plan, including and emphasis on recruitment of volunteers from underrepresented communities
- In collaboration with the program director and executive director, develop and produce Marin CASA recruitment materials for community distribution and advise on overall marketing strategies
- Plan and execute monthly informational sessions for potential volunteers
- Represent Marin CASA at community events as needed.
- Coordinates and complete volunteer pre-training screening interviews
• Complete/review all required reference checks and background screens for all volunteers
• Coordinate and facilitate volunteer training program, including 36-hour initial volunteer training
• Coordinate and facilitate the monthly continuing trainings and Marin CASA Confidential Coffeehouse
• Provide training and support to volunteers on software systems and email
• Distribute training and other program information to volunteers, including a monthly resources newsletter
• Update website with training and recruitment information and upcoming events
• Maintain, input and update non-case related data for all volunteers including continuing education credits, background checks, and driver's license/ car insurance
• Manage and oversee volunteer information and files, ensuring appropriate documentation and compliance with program standards and confidentiality practices.
• In collaboration with the program team, plan and implement volunteer appreciation and engagement events and resources.

• Other duties as assigned

JOBSPECIFICATIONS/QUALIFICATIONS

Required:

• Bilingual Spanish/English
• Bachelor’s degree, or equivalent job/life experience, in background applicable to organizational mission and role
• Minimum of three years of experience working with adult volunteers
• Minimum three years of experience facilitating training with adults and willingness to build skills in this area
• Excellent oral and written communication skills and comfort in public speaking
• Ability to cultivate and develop collaborative, inclusive and equitable working relationships with staff, volunteers, and community members
• Incorporates a trauma-informed, anti-racist and anti-oppressive lens to working with community, staff, and volunteers
• Ability to accomplish projects with little supervision. Strong project management skills, including exceptional attention to detail
• Familiarity with database programs and knowledge of data collection, reporting and analysis
• Adaptability, flexibility, and resourcefulness in setting priorities and managing resources
• Proficient using the latest versions of Zoom, Google Workspace, Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches
• Able to work a variety of hours, including evening and weekends;
• Willingness and ability to travel throughout Marin County

Preferred:

• Experience in child welfare, juvenile justice or volunteer program management
PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Marin CASA supports a flexible hybrid environment. It is expected that time will be spent remotely, in the office, and out in the field as needed, and could involve intermittent physical activities, including standing, bending, reaching, sitting, speaking, and walking. Some evening and weekend work will be required to successfully meet the job responsibilities.

TO APPLY:

Please send a cover letter, resume and 3 professional references to Maegan Mattock at maegan@marincasa.org. Include “Volunteer Recruitment and Training Manager” as the subject line. Please, no phone calls or office visits. Position will remain open until filled. The hiring process will include an initial phone interview and a Zoom interview with Marin CASA staff. Final candidates may be asked to prepare an interview presentation.

Marin CASA is deeply committed to a policy of equal employment opportunity for all its employees. This commitment means Marin CASA actively seeks and employs qualified persons in all job classifications, and administers all personnel actions affecting employees without discrimination on the basis of ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion (includes religious dress and grooming), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, political affiliation, or any other characteristic protected by law. Marin CASA conducts reference checks and criminal background checks on all new hires. Applicants for employment must consent to these checks.

Marin CASA requires the following background screens: Livescan with Child Abuse Central Index, Social Security Verification, National/Local Sex Offender Registries, Megan’s Law, OFAC (government watch list) and National Criminal Database. A candidate whose background check is unacceptable to Marin CASA will not be hired.