



CASA of the South Plains is currently accepting applications for the full time (40 hrs/wk) position of Recruitment Director.

CASA of the South Plains recruits, trains, and supports a diverse community of volunteers who advocate for the best interests of abused and neglected children in the foster care system. These volunteers serve as advocates for children that are victims of abuse and neglect and provide these children a voice while their case is in the court system.

CASA's vision is to provide: A CASA volunteer for every child; who strives to secure a safe, nurturing, permanent environment for every child.

PURPOSE:

The Recruitment Director is responsible for the provision of all facets of volunteer recruitment for CASA. The Recruitment Director will utilize traditional sourcing strategies as well as employ creative recruitment efforts to reach CASA's vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Develop and implement annual recruitment plans to meet CASA's strategic goals.
2. Actively engage and cultivate all prospective CASA volunteer advocates through in person visits, telephone calls, and presentations.
3. Assist the Communications and Marketing Director in the development and management of a Speaker's Bureau utilized for recruitment activities.
4. Assist the Communications and Marketing Director in the development of cohesive recruitment marketing materials.
5. Organize and facilitate all recruitment events.
6. Research sources for prospective volunteers in an effort to broaden the public's awareness of the CASA mission and diversify CASA's recruitment activities.
7. Maintain CASA's volunteer database to track all prospective volunteers, referral source, and cultivation progress.
8. Supervise all recruitment internship staff.
9. Establish and facilitate a minimum of 26 CASA 101 informational presentations annually.
10. Assist the Communications and Marketing Director in establishing performance measurements for all recruitment activities and evaluate the effectiveness and results for each activity annually.

MINIMUM EDUCATION/EXPERIENCE:

1. Bachelor's degree in communications, marketing, public relations, or related field is preferred or comparable successful experience.
2. Minimum two years successful experience in volunteer recruitment or sales preferred.
3. Prior volunteer experience preferred.
4. Clear criminal background required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Proven leadership ability.
2. Excellent attention to detail.
3. Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
4. Able to make decisions in a changing environment and anticipate future needs.
5. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with a diversity of individuals.
6. Self-starter with minimal guidance required.
7. Highly organized.
8. Able to work collaboratively in a team environment.

SALARY:

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Minimum starting salary of \$35,000.

APPLICATION PROCEDURE:

Interested applicants should email a resume and cover letter to apply@casaoftthesouthplains.org by Wednesday, April 17th, 2019.

No phone calls please. CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit www.casaoftthesouthplains.org