



CASA OF THE SOUTH PLAINS, INC. JOB DESCRIPTION

TITLE: Volunteer Recruitment Specialist

DATE: April 2024

CLASSIFICATION & STATUS: Exempt – Full Time

REPORTS TO: Director of Community Outreach

PRIMARY RESPONSIBILITY: The Recruitment Specialist will support the Director of Community Outreach through recruiting volunteers, identifying, and attending outreach opportunities, attending community fairs to raise awareness, collaborating with marketing and development within CASA guidelines. The primary responsibility is to ensure that CASA volunteer recruitment goals are met.

ESSENTIAL RESPONSIBILITIES & DUTIES:

1. Support the Director of Community Outreach in various aspects of their work:
 - a. Identify effective methods of recruitment within six counties served.
 - b. Identify and schedule speaking opportunities and outreach events in the community with a focus on recruiting new Volunteer Advocates
 - c. Evaluate Return on Investment (ROI) for recruiting strategies and quickly move forward or restarting as needed.
 - d. Research sources for prospective Volunteer Advocates to broaden the public's awareness of the CASA mission and diversify CASA's recruitment activities.
 - e. Attend community fairs and events.
 - f. Support and host CASA 101 Informational Sessions
 - g. Follow up and assist with tracking and documentation of prospective Volunteer Advocates as directed by the Director of Community Outreach
 - h. Assist with interviews of prospective Volunteer Advocates as needed.
 - i. Support the Director of Community Outreach in efforts to carry out the annual recruitment plan and to achieve the annual goal of new Volunteer Advocates
 - j. Interact with stakeholders in a professional and supportive manner under the guidance of the Director of Community Outreach.

OTHER RESPONSIBILITIES

1. Attend and support marketing and special events.
2. Work in partnership with Marketing and Development Directors to develop and maintain a strong internal network to seek out opportunities to create new volunteers.

3. Collaborate with Director of Community Outreach, Senior Development Director, Marketing and Events Director, and Chief Executive Officer on all CASA recruitment related events.
4. Assist Marketing and Events Director on dynamic content with a focus on creating materials to recruit new volunteers.
5. Additional duties as directed by Director of Community Outreach

KNOWLEDGE, SKILLS, & EXPERIENCE

1. Education
 - a. A minimum of a bachelor's degree is preferred. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
2. Minimum experience
 - a. Previous experience of working with volunteers and knowledge and understanding of child abuse and neglect, and the child welfare system is preferred.
 - b. Demonstrated commitment to the values of diversity, equity, and inclusion.
 - c. Demonstrated integrity, honesty, and ethical conduct.
 - d. Demonstrated passion for CASA's mission.
3. Critical areas of qualifications include the following.
 - a. 3+ years of previous Sales or Recruitment Experience
 - b. The ability to work under time constraints, be goal-oriented, and maintain productive and effective performance and interaction with others.
 - c. Excellent attention to detail
 - d. The ability to make decisions in a changing environment and anticipate future needs.
 - e. Self-starter with minimal guidance required.
 - f. Highly organized
 - g. Able to work collaboratively in a team environment, must be a team player.
 - h. Approved criminal and DFPS background are required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Recruitment Specialist will be expected to have a cell phone and transportation for offsite recruitment activities, community events, CASA 101's, trainings in remote locations, and continuing education opportunities. The Recruitment Specialist will be required to regularly attend evening and weekend events and trainings and have a flexible schedule.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

SALARY & BENEFITS:

CASA of the South Plains offers paid vacation, paid sick leave, paid holidays including extended Christmas break, flexible work schedule, cell phone stipend, and health insurance coverage at no cost to the employee (an average of \$6,000 per year). Paid time off increases with years of service. Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Remote work may be an option. Minimum starting salary will be based on experience and range from \$43,000 to \$45,000 per year and will be exempt.

APPLICATION PROCEDURE:

Interested applicants should email a resume, cover letter, and completed Employment Application to apply@casaoftthesouthplains.org. Please include the position title "Recruitment Specialist" in the subject line. The Employment Application can be downloaded from the "Employment Opportunities" page on our website at www.casaoftthesouthplains.org.

Review of applications will begin April 22, 2024 and the position will remain open until filled.

CASA of the South Plains is an equal opportunity employer. For more information about CASA of the South Plains, please visit www.casaoftthesouthplains.org.