



## CASA OF THE SOUTH PLAINS, INC. JOB POSTING

**TITLE:** Recruitment Specialist  
**DATE:** June 2026  
**CLASSIFICATION & STATUS:** Non-Exempt – Part Time (25-29 hours/week)  
**REPORTS TO:** Senior Director of Recruitment & Engagement  
**EXPECTED START DATE:** August 2026

**PRIMARY RESPONSIBILITY:** The Recruitment Specialist shares ownership of the growth of CASA's volunteer recruitment goals alongside the Senior Director of Recruitment and Engagement and is accountable for building a sustainable pipeline of qualified volunteer applicants. This position serves as a key ambassador for CASA of the South Plains and is responsible for inspiring community members to become Volunteer Advocates for children in foster care. This includes executing recruitment efforts, identifying and pursuing community outreach opportunities, representing CASA at fairs and events, fostering relationships with community partners, and collaborating with marketing and development teams to maximize recruitment outcomes while adhering to CASA guidelines.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES:**

#### **1. Recruitment & Pipeline Development**

- a. Identify and execute effective volunteer recruitment strategies throughout CASA's six-county service area.
- b. Research and cultivate new sources of prospective Volunteer Advocates to broaden awareness of CASA's mission and diversify recruitment efforts.
- c. Support implementation of the annual recruitment plan and contribute to achieving annual volunteer recruitment goals.
- d. Follow up with prospective Volunteer Advocates and assist with tracking, documentation, and movement through the recruitment pipeline.
- e. Participate in the screening and interview process for prospective Volunteer Advocates as assigned.

#### **2. Community Outreach & Partnership Development**

- a. Identify and schedule speaking engagements, outreach opportunities, and community presentations focused on volunteer recruitment.
- b. Represent CASA at community fairs, networking events, and outreach activities.
- c. Proactively identify, cultivate, and maintain relationships with businesses, civic organizations, faith communities, schools, and other community partners that support volunteer recruitment goals.
- d. Serve as a professional ambassador for CASA and promote the organization's mission throughout the community.

#### **3. Volunteer Engagement & Information Sessions**

- a. Support and facilitate CASA 101 Information Sessions for prospective volunteers.
- b. Respond to inquiries from prospective Volunteer Advocates and provide information regarding the volunteer experience and application process.

- c. Interact with prospective volunteers, community partners, and stakeholders in a professional, welcoming, and supportive manner.
- 4. Recruitment Tracking & Performance Evaluation**
  - a. Maintain accurate recruitment activity records and volunteer prospect data.
  - b. Monitor and report on outreach efforts, applicant pipeline development, recruitment outcomes, and other key performance indicators.
  - c. Evaluate the effectiveness and return on investment of recruitment strategies and outreach activities and recommend improvements as needed.
- 5. Cross-Department Collaboration**
  - a. Work collaboratively with the Senior Director of Recruitment and Engagement, Marketing & Events Director, Senior Development Director, and Chief Executive Officer to support recruitment initiatives.
  - b. Assist with the development of recruitment-focused marketing materials and campaigns.
  - c. Support CASA recruitment-related events and special projects as assigned.

#### **OTHER RESPONSIBILITIES & REQUIREMENTS**

1. Attend and support special events.
2. Additional duties as required.
3. Must have and maintain a valid driver's license and valid auto insurance.
4. Must be able to travel between work locations and throughout the organization's service area.
5. Must have a flexible schedule within weekdays and some weekends.
6. Must be able to work in office, remotely, or offsite.

#### **KNOWLEDGE, SKILLS, & EXPERIENCE**

1. Education:
  - a. A minimum of a bachelor's degree is required. CASA of the South Plains welcomes employees from diverse educational backgrounds and degree programs.
  - b. Experience may be substituted for education.
2. Minimum required experience includes:
  - a. 3+ years of previous sales or recruitment experience
  - b. Comfortable presenting to groups and serving as a public representative of CASA within the community.
  - c. Previous experience of working with volunteers.
  - d. Knowledge and understanding of child abuse, neglect and the child welfare system.
  - e. Approved criminal and DFPS backgrounds are required.
  - f. The ability to work under time constraints, be goal-oriented, and maintain productive and effective professional performance
  - g. High interpersonal communication skills
  - h. Strong relationship-building skills with the ability to establish, cultivate, and sustain meaningful partnerships that support recruitment goals.
3. Qualities we look for:

- a. Demonstrated integrity, honesty, and ethical conduct
- b. Demonstrated passion for CASA's mission
- c. Self-starter with minimal guidance required
- d. Highly organized and excellent attention to detail
- e. Able to work collaboratively in a team environment
- f. The ability to make decisions in a changing environment and anticipate future needs.

**SALARY & BENEFITS:**

CASA of the South Plains offers paid vacation, paid holidays including extended Christmas break, flexible work schedule, and cell phone stipend. Paid time off increases with years of service. Office hours are Monday through Thursday 8am to 5pm and Friday 8am to Noon. Hybrid work model may be an option. Starting pay will be based on experience and range from \$20.00 - \$23.00 per hour.

**APPLICATION PROCEDURE:**

Interested applicants should email a resume, cover letter, and a completed Employment Application to [apply@casaoftthesouthplains.org](mailto:apply@casaoftthesouthplains.org). Please include the position title "Recruitment Specialist" in the subject line. The Employment Application can be downloaded from the "Careers" page on our website at [casaoftthesouthplains.org/career-opportunities](http://casaoftthesouthplains.org/career-opportunities).

Review of applications will begin June 24, 2026 and position will remain open until filled. All applicants for paid employment are required to authorize CASA of the South Plains and provide the necessary information to secure the following record checks upon acceptance of job offer or as required by law:

- a. Social security number verification;
- b. Texas criminal record check obtained from the Texas Crime Information Center maintained by the Texas Department of Public Safety;
- c. National criminal record check obtained from the National Crime Information Center (NCIC) maintained by the Federal Bureau of Investigations;
- d. Texas Public Sex Offender Registry check maintained by the Texas Department of Public Safety;
- e. National Sex Offender Registry check maintained by the United States Department of Justice;
- f. The Child Abuse and Neglect Central Registry check maintained by the Texas Department of Family & Protective Services
- g. Texas Motor Vehicle check maintained by the Texas Department of Public Safety

**ZERO TOLERANCE OF ABUSE POLICY**

CASA of the South Plains does not tolerate any form of child abuse or exploitation, nor do we tolerate possession or access to any material that is abusive, or could be perceived as abusive, towards children. We take an active approach to eliminating potential risks and

creating a culture of safety. We will not knowingly engage with anyone who poses a risk to children. Any conduct that potentially places children at risk or violates CASA's Zero Tolerance of Abuse Policy will be promptly evaluated, resulting in dismissal from the program and notification of appropriate authorities.

**VALUE STATEMENT**

CASA of the South Plains exemplifies a volunteer-centered culture that promotes positive change in the lives of children in foster care and their families. We commit to honor all those we serve with passion for our mission, overcome barriers through professionalism and integrity, practice gratitude and respect, and encourage honesty and humility.

**EQUAL OPPORTUNITY EMPLOYMENT**

CASA of the South Plains, Inc. provides equal employment opportunities to all employees and applicants for employment without discrimination on the basis of race, color, religion, sex, national origin, age, and disability per federal civil rights laws. In addition to federal law requirements, CASA of the South Plains, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

For more information about CASA of the South Plains, please visit [www.casaofthesouthplains.org](http://www.casaofthesouthplains.org).