



Job Title: Volunteer Recruitment and Advocate Supervisor-
Limestone/Freestone Counties
Classification: Non-Exempt, Part-Time
Reports to: Executive Director and Program Director
Qualifications: Bachelor's Degree with a minimum of three years of relevant experience
Salary Range: \$20 - \$25 Hourly

Summary of Job Responsibilities:

The Volunteer Recruitment and Advocate Supervisor for Voices for Children (VFC) is responsible for volunteer recruitment and Advocate supervision in Limestone and Freestone Counties. This position will work closely with other team members of VFC to ensure that recruitment messaging fits within the organizational communications plan and that there is a consistent organizational message given throughout the community on all media platforms. This position will also motivate, empower, guide and supervise CASA volunteers as they advocate in the best interest of abused and neglected children in the Conservatorship of the Department of Family and Protective Services (DFPS). The Volunteer Recruitment and Advocate Supervisor is responsible to meet the objectives and goals of all activities established by the VFC Executive Team and the Board of Directors.

Essential Responsibilities and Duties:

Recruitment

- Oversee the efforts of VFC volunteer recruitment strategies and coordinate with the Executive Director on recruitment plans for Limestone and Freestone counties.
- Speak to local community groups to recruit volunteers/ raise community awareness of VFC and child abuse.
- Works collaboratively with the Development Team ~~full-time Volunteer Recruitment and Advocate Supervisor~~ to recruit qualified volunteers and coordinates with the community engagement initiatives.
- With the assistance of the VFC Executive Team, create an action plan to cultivate community relationships, volunteers and stakeholders.
- It is critical for this position to evaluate and develop VFC's presentations on a regular basis and to keep current on all VFC information.
- Engages in volunteer continuing education and retention activities.

Advocate Supervisor responsibilities

- Supervises Advocates in their role as “Court Appointed Special Advocates” (CASA) and Guardian ad Litem for the children to whom Voices for Children is appointed.
- Supervises no more than 12 volunteer advocates.
- Attends and participates in staff and case-related meetings including, but not limited to, Permanency Conferences, Family Group Conferences, ISP, ARDs and Adoption Staffings.
- Attends and participates in all related court hearings, providing assistance and supervision of Advocate court reports, court attendance and testimony.
- Provides to the Advocate information and professional contacts regarding community resources and placements.
- Participates in placement selections by reading home placement studies and consulting as decisions are made.
- Assists the Advocate in identifying obstacles to permanency and resources to resolve obstacles for children and families while steadily moving the case forward toward the goal of a safe and permanent placement.
- Provides informed and consistent guidance to Advocates as well as encouragement and praise
- Provides timely notification of staffings, meetings, and court hearings to Advocates.
- Provides guidance, assistance and review of Advocate reports to the court.
- Participates in and assists with new Advocate training and Advocate continuing education, as needed.
- Provides consistent contact in the process of maintaining and fostering relationships with the Advocate, clients and other professionals in legal, social welfare, educational and therapeutic areas/organizations.
- Enhances the opportunity for retention of the Advocate for other cases, by coaching new skills, evaluating the Advocate’s experience, and by matching the Advocate with future cases that are matched to his/her interests and skills
- Ensures the high standard of performance of services of Voices for Children
- Participates in regular and periodic supervision with the direct supervisor.
- Supports Team members, by providing backup for meetings and court hearings and with their Advocates, as needed.
- Maintains accurate and complete client case records.
- Maintains accurate case and Advocate statistical data according to state and national standards for CASA.
- Maintains a professional, organized environment.
- Assists with office and program demands as needed.
- Attends and participates in continuing education opportunities (12 Hours per year).
- Assists with program development and evaluation as needed by the Program Director and Executive Director.
- Assists with office and program demands as needed.

Knowledge, Skills and Experience

- Experience providing staff or volunteer supervision and the ability to manage long-term relationships.
- The ability to work under time constraints, be goal-oriented and maintain productive and effective performance and interact with team members, volunteers and clients.
- The ability to concisely and clearly convey and interpret information to and from others orally and in writing.
- Have strong interpersonal skills.
- Be self-motivated and meet or exceed work objectives and goals with a minimal amount of day-to-day oversight.
- Reliable transportation.
- Must be willing to work occasional evenings and weekends.
- Long periods of time walking/standing on hard surfaces.
- Ability to pass an extensive background check..

Physical Requirements and Work Environment

The Volunteer Recruitment and Advocate Supervisor will be expected to have daily transportation to attend court hearings, staffings, visitations, and recruitment and fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally it is anticipated that the person may spend several hours of each day seated at a computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

Employee Signature

Date