

**Job Title:** Volunteer Recruiter

**City/Region:** Fort Worth, TX

**Category:** Full-Time, Exempt

**Office Location:** 101 Summit Ave., Suite 505, Fort Worth, TX

**Reports to:** Volunteer Coordinator

**Supervises:** n/a

**Agency Description:**

CASA of Tarrant County and its court-appointed volunteers advocate for the best interest of abused and neglected children.

**Position Summary:**

The Volunteer Recruiter conducts and leads volunteer recruitment activities, volunteer retention activities and external community relationships. This position also provides occasional support for fundraising activities. This key role works closely with the CASA management team, staff, volunteers and the general community to support CASA’s mission to advocate for abused and neglected children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned.*

**Volunteer Recruitment & Communications**

* Create, implement and evaluate volunteer recruitment initiatives for CASA of Tarrant County to achieve annual goals while maintaining alignment with National and Texas CASA standards.
* Schedule, coordinate and perform public presentations (Information Sessions) and coordinate CASA participation in community events to recruit volunteers and to raise awareness about CASA and the fight against child abuse and neglect (e.g. presentations, festivals, information tables, special recruitment events).
* Maintain data input into Optima database of all presentations and outreach activities (organization-wide) to establish demographics and evaluate effectiveness.
* Add prospective volunteer data in a timely manner to Optima for individuals requesting information about the CASA program.
* Collaborate with CASA staff to assist prospective volunteers with successfully transitioning into training.
* Perform volunteer recruitment activities by collecting information, providing information, maintaining files and statistics.
* Develop, implement and follow annual plans for volunteer recruitment and outreach opportunities.
* Engage volunteers (who are not capable of a casework commitment) in supportive roles for CASA in other volunteer opportunities aside from casework (e.g. program support, office help, donor relations, speaking engagements)

**Community Relations**

* Engage, build and monitor relationships, and seek new opportunities and initiatives to increase awareness for CASA and to develop referral and networking resources for speaking and outreach, including other child welfare agencies, civic groups and others.
* Attend community networking events on a frequent basis to generate referrals, build positive image and to keep CASA at the top of mind in the community.
* Develop, coordinate and host community Information Sessions and public speaking events.
* Assist in creating, disseminating and maintaining supply of CASA information to the media, policy makers, corporations, associations, general public, etc.

**Program Activities**

* + Attend conferences and workshops for training and development; identify personal development goals and training opportunities/resources.
  + Attend internal and external meetings as needed and required; represent CASA at area functions and events, as an appropriate and professional representative of the organization.
  + Assist in public education and raising awareness about the CASA program.
  + Must work independently to achieve goals and objectives as required by funding sources.
  + Following CASA team philosophy, carry out and assist with other tasks in addition to the duties listed on this job description.

**Related Agency Activities**

* Understand and support the organization’s mission
* Represent the organization with professionalism, integrity, and a commitment to excellence
* Participate in staff and program meetings as required
* Engage in special events, fundraising activities, and continuing education opportunities as appropriate
* Prepare reports as required

**Other Miscellaneous Requirements**

* Manage data entry of volunteer-related information
* Ability to sit and type at computer for at least 4 hours per work day
* Ability to lift 5-10 pounds for office supplies or AV equipment
* Carry out or assist with other tasks in addition to the duties listed on this job description

**Minimum Qualifications**

* Expertise in public speaking to groups of all sizes
* Ability to strategize and lead in strategic and creative ways
* Strong interpersonal skills; outstanding written and verbal skills
* Experience with nonprofit organizations, including working with volunteers
* Experience in coordinating presentations and booking special events
* Organizational and management skills, including determining priority tasks and deadlines
* Ability to work evenings and weekends, as needed
* Eagerness to work with diverse populations of individuals
* Excellent computer skills, including Microsoft Word, Microsoft Excel, and PowerPoint
* Possess a Bachelor’s degree

**Physical Requirements and Work Environment:**

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Work is performed in an office setting.

**EEO:**

CASA of Tarrant County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. CASA of Tarrant County complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.