



Voices for Children, Inc.

Job Description

Job Title: Recruitment and Training Coordinator

Classification: Exempt, Full-Time

Reports to: Program Director

Qualifications: Degree in communications, business administration, or human services. Experience in adult education, training, curriculum development, data management; outstanding written and verbal communication skills.

Summary of Job Responsibilities:

Plan, implement, and evaluate strategies to include pre-service classroom training, flex training, and continuing education. This position will also oversee the efforts of VFC volunteer recruitment strategies in Brazos, Burlison, Grimes, Madison, and Leon counties. Training and recruitment activities will be coordinated with the Program Director and other related VFC staff. Demonstrate the ability to make independent decisions and recommendations regarding training and recruitment initiatives.

Training

- Pre-Service Interviewing and Screening - The coordinator will contact volunteer inquiries, facilitate volunteer orientation, and conduct pre-training interviews of potential volunteers. The coordinator will work with the Program Staff to conduct pre-service volunteer interviews. The coordinator will work with VFC administrative staff to ensure all required paperwork and background checks are completed and input into Optima.
- Pre-Service CASA Training - Coordinate and facilitate a minimum of three sessions of CASA Pre-Service Training following the National CASA/Texas CASA curriculum annually. The coordinator will be responsible for the preparation of materials, meals/snacks as needed, small group meetings, online and/or in-person instruction, individual student follow-up, and post-training paperwork and data entry into Optima.
- Continuing Education - The coordinator will work with the Program Director and VFC Staff to ensure CASA Advocates are meeting minimum expectations by completing 12 hours of continuing education annually. The facilitator will coordinate monthly continuing education opportunities for volunteer advocates, update the VFC website with ongoing training resources, and communicate upcoming continuing education opportunities to volunteer advocates and staff.

Recruitment

- Manage all processes, phases, and the flow of VFC CASA volunteer recruitment strategies, and coordinate with the Program Director on recruitment plans.
- Works collaboratively with the Recruitment Committee to recruit qualified volunteers and participate in community engagement and awareness activities and initiatives, including overseeing the Recruitment Team and Faith Outreach Team efforts.
- With the assistance of the Executive Director and Program Director, create an action plan to cultivate key relationships with volunteers and stakeholders.
- It is critical for this position to evaluate and develop VFC’s presentations regularly and to keep current on all VFC information.
- Assist the Program Director in tracking and maintaining records for community presentations given, including date, time, groups, number of participants, and number of materials handed out.
- Maintain Optima database system for tracking CASA applicants, their status, and other significant records relating to the recruitment and pre-service training of individuals.

Physical Requirements and Work Environment

The Recruitment and Training Coordinator will be expected to have daily transportation to meet with volunteers and coordinate events. The position requires a flexible schedule as events and training may occur in the evenings or on weekends. The Recruitment and Training Coordinator 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 each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. Because we are a dynamic and changing organization, the responsibilities and duties included in this job description are subject to modification as the needs of the organization change. This is not a remote position.

Other Job Functions

1. Attend staff meetings, events and trainings as directed by the Executive Director and Program Director.
2. Other duties as assigned by the Program Director or Executive Director.

Employee Signature

Date