



# CASA of Solano County

600 Union Ave., Suite 204  
Fairfield, California 94533  
Phone: (707) 421-2272 Fax: (707) 474-3761

**POSITION:** VOLUNTEER SUPERVISOR

**REPORTS TO:** Executive Director

**SALARY:** DOE-

**BENEFITS:** May include Health, dental, life insurance, 403b plan and more

## **SUMMARY:**

The Volunteer Supervisor is responsible for providing on-going education, support, and supervision to assigned volunteer Court Appointed Special Advocates (CASA). In addition, the Volunteer Supervisor is responsible for the administrative case management of open court cases assigned to respective advocates.

## **RESPONSIBILITIES:**

- Supervise and support volunteer advocates.
- Maintain volunteer and children's records utilizing in house data base program.
- Attend and moderate training sessions for new and current volunteers.
- Assign volunteers to cases.
- Assist with Volunteer Retention.
- Assist in new volunteer recruitment and screening.
- Prepare advocates for court hearings and trials.
- Locate needed services for CASA children.
- Monitor un-assigned cases.
- Keep Executive Director informed of important case issues.
- Assist in preparation of reports to funding agencies.
- Working with Executive Director, maintain relationships with all stakeholders to establish, revise, and implement program strategies for serving the needs of children in the dependency system.
- Attend trainings, conferences and continuing education seminars as requested and approved by the Executive Director.
- Develop or update all policies and forms used in CASA program working with Executive Director.
- Provide supervision of special CASA projects working with Executive Director.
- Additionally, a CASA Volunteer Supervisor may accompany the volunteer advocate as they carry out their duties during the course of their case assessment or may, with

approval of the Executive Director, stand in for the volunteer when necessary, including but not limited to attending court hearings.

Education:

Work requires skills normally acquired through a bachelor's degree in a related field, so a Bachelor's Degree is preferred; however, will substitute two years experience working at a CASA program or working as a CASA volunteer for two years of college.

Knowledge, Skills and Experience:

Working knowledge of the juvenile and child welfare system or social services is a plus. Experience in staff or volunteer supervision is essential. Clear and concise writing skills are needed for court reports and correspondence. Strong presentation skills. Attention to detail and accuracy.

Personal Qualities:

High ethical standards  
Ability to establish moral boundaries  
Ability to balance needs of the organization  
Ability to multi-task  
Ability to work in a small group environment

Requirements:

- Criminal justice fingerprint clearance
- Valid driver's license.
- Travel (primarily within Solano County)
- Ability to work occasional evenings and weekends
- Physically able to lift and/or move supplies or equipment

This position requires interaction with the public and program participants, therefore a COVID-19 vaccination is highly recommended.

CASA of Solano County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CASA of Solano County will not tolerate discrimination or harassment based on any of these characteristics. CASA of Solano County encourages applicants of all ages.