



CHILD ADVOCATES – DENVER CASA

Volunteer and Data Specialist

Job Description

Overview:

Child Advocates – Denver CASA recruits and trains community volunteers from diverse backgrounds to advocate for the best interests of children, who have experienced abuse or neglect, in the pursuit of safe and permanent homes. The organization and our volunteers work closely with the courts and human services to ensure that the needs of the child or youth are being met.

Purpose:

The Volunteer and Data Specialist supports the Child Advocates – Denver CASA program by coordinating the application, screening and retention of volunteers in activities including onboarding, data maintenance and retention efforts as well as providing overall administrative support to the organization.

Diversity, Equity, Inclusion and Belonging:

Denver CASA continues to build a diverse and inclusive culture that encourages, supports, and celebrates the distinct voices of our employees, volunteers, board members and children served. We want every employee to feel valued and appreciated and bring their full authentic selves to this work. Denver CASA does not discriminate on the basis of race, ethnicity, national origin (ancestry), color, religion (creed), gender, gender expression, sexual orientation, disability or physical challenge.

MAJOR DUTIES:

Volunteer and Data Specialist

- Meet defined goals for volunteer onboarding and retention in order to achieve the organization's annual goals for CASA volunteers and children served.
- Work closely with Community Outreach and Training Managers to ensure a seamless volunteer experience.
- Track all information in the volunteer database, including initial contact, touchpoints, documentation paperwork and transitions throughout the involvement of the CASA.
- Schedule and perform interviews for potential CASA volunteers. Follow up and track all prospects throughout the onboarding process until completion of training class.
- Assign accepted CASA Volunteers to appropriate training classes.
- Coordinate the completion of all paperwork, including background checks prior to training classes. Add to training roster and monitor that they have completed training.
- Drive communication and touchpoints with inactive and former volunteers by coordinating continued

- contact and transition to other volunteer opportunities, or to another case, as appropriate.
- Conduct volunteer appreciation activities, including one annual volunteer appreciation event.
- Organize and implement two CASA volunteer/child events each year.
- Other duties as assigned

QUALIFICATIONS:

- Commitment to the CASA program's goals and mission
- Bachelor's degree in a social service or business administration field or 2 years of work experience
- Experience and prior success communicating with and empowering volunteers from diverse backgrounds
- Excellent written and verbal communication skills
- Demonstrated computer skills including Microsoft Office and CRM databases.
- Ability to work cooperatively and positively with different types of personalities
- Adaptability and flexibility as part of a team in a very interactive office environment.
- Detail-oriented, with a strong ability to prioritize.
- Ability to take initiative in completing assigned projects with minimal supervision.
- Thorough knowledge of modern office procedures and practices.

This is a full-time position reporting to the Program Director.

Salary range \$45,000-50,000 commensurate with experience. Health, dental and vision benefits available, life and disability insurance, plus generous time off including summer Friday hours. All Denver CASA employees are currently working remotely a mainly from home due to COVID-19 at this time. This may change as there are further developments with the virus.

Please submit resume and cover letter with salary requirements to admin@denvercasa.org. Please include "Volunteer and Data Specialist" in the subject line. Resumes will be accepted until positions are filled. No phone calls, please.