**Title:** **Volunteer Recruitment Coordinator**

**Reports to:** **Director of Training and Education**

**Status:** Full time, exempt

**Summary of Position**

CASA Kane County is seeking an energetic bilingual (Spanish/English) Volunteer Recruitment Coordinator who has strong communication and networking skills in order to attract potential volunteers. The right candidate can speak passionately about the CASA mission and build rapport with potential volunteers and community members, as well as with companies, groups and faith-based organizations willing to assist in our recruitment effort. The Volunteer Recruitment Coordinator is responsible for overseeing all volunteer recruitment, including community events such as volunteer fairs, speaking engagements at faith-based organizations, community groups, corporate events, businesses, lunch and learn events, etc.; and maintain a detailed calendar of events, while tracking, analyzing and sharing results. This position requires frequent evening and weekend hours and a minimum of two days in the office per week (based in Geneva, IL).

**Responsibilities**

Reports to the Director of Training and Education and works in collaboration with the Development team, supports overall recruitment efforts, strategy, and priorities which will vary across multiple areas, including but not limited to:

* Develops and maintains a comprehensive recruitment plan and calendar.
* Researches community events and opportunities for volunteer recruitment.
* Works collaboratively with the entire team to coordinate and schedule monthly community and faith-based presentations, volunteer fairs, corporate lunch-and-learn events, and others as appropriate. Notifies the speaker and prepares all the needed information and materials so they have everything they need to best represent CASA Kane County.
* Attends and speaks at community events, faith-based organizations, local groups, businesses, corporations, and others interested in learning more about CASA and/or becoming a CASA/GAL volunteer.
* Coordinates and plans community volunteer recruitment events, general information meetings, and other events as part of this role.
* Attends chamber events, networking functions, other group events, and related community functions as needed.
* Ensures recruitment efforts extend throughout Kane County and beyond, if appropriate, with emphasis on those areas from which the greatest percentage of CASA cases originate/are placed.
* Keeps abreast of all community happenings and which opportunities will be of greatest value in recruiting volunteers.
* Continually making connections and building relationships with key community stakeholders.
* Assists with other duties as assigned.

**Qualifications**

The Volunteer Recruitment Coordinator should have the following qualifications, skills, and experience:

* Enthusiasm and passion for the CASA Kane County mission and serving children in foster care.
* Has developed strong existing community relationships.
* High level of customer service and people skills with the ability to engage community individuals and convey a positive and inspiring message that is memorable to potential volunteers.
* Demonstrates experience, confidence, and professionalism in public speaking and relationship development.
* Exceptional communication skills including ability to write and speak persuasively about the program in English and Spanish.
* Strong organizational and time management skills.
* Demonstrates awareness of confidentiality of volunteer records.
* Demonstrates the ability to handle multiple tasks, projects and deadlines.
* Demonstrates analytical ability to track, analyze and report data and results of recruitment efforts.
* Self-starter who is goal orientated and brings a positive attitude and high level of energy to a dynamic team.
* Demonstrates ability to interact positively in many different settings with the public; government officials, attorneys, court personnel, media, funding sources, staff, board, and advocates.
* Commitment to CASA Kane County’s goals and mission.
* Intermediate to Advanced proficiency in the Microsoft environment of products (Outlook, Teams, Excel, PowerPoint, Word).
* Ability to travel within all Kane County communities, with the potential for additional travel outside of Kane County where needed.

**Education and Experience**

* Our ideal candidate will have a Bachelor’s degree in communications, hospitality, speech, or other related field
* 3-5 years volunteer recruitment and/or public speaking experience.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to communicate, listen, and see. The employee is often required to sit, stand, walk, and reach with hands and arms.  The employee will occasionally lift, push, or move up to fifty (50) pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**Availability**

The Volunteer Recruitment Coordinator must be available for frequent evening and weekend functions.  A majority of these events are planned in advance, but the need for last minute attendance may be required on occasion.

**Benefits**

* Flexible Work Schedule, Minimum 2 days in office (1st 30 days in-office 5 days/week) - to be coordinated with Director of Training and Education
* PTO earned accrual basis
* All Government, Court and National Holidays Paid, per 16th judicial court system
* Health, Dental, Vision and Life Insurance Plans
* Retirement Plan (403b) 3% match by CASA
* Performance Review Policy

**How to Apply**To apply, please send your resume to [sandiec@casakanecounty.org](mailto:sandiec@casakanecounty.org)