



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
Area Code (937) 496-7707

**NOTICE OF VACANCY: CASA VOLUNTEERS' TRAINER /COORDINATOR**

**Notice Issued**            October 2, 2017  
**Posting Period**        October 2, 2017 – October 13, 2017  
**Department**            Legal Department

**DISTINGUISHING JOB CHARACTERISTICS**

The primary characteristic of this position is that the employee conducts pre-service trainings for new Court Appointed Special Advocate (CASA) volunteers and coordinates in-service training sessions for current volunteers. Secondly, the employee supervises and coordinates the work of volunteers. **\*\*The work schedule will vary at the discretion of the Court depending upon the training and other needs of the program.**

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

**QUALIFICATIONS**

Bachelor's degree in social service related field. The ability to communicate with and empower volunteers to be effective in their roles. The ability to work cooperatively with different types of personalities in a diverse population. Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect. Commitment to CASA's goals and mission. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. Preference may be given to applicants who also have completed the 30 hour CASA Pre-Service training, experience as a CASA volunteer and experience working with volunteers.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid Ohio Motor Vehicle Operator License with proof of liability insurance. Successful completion of the 30 hour CASA Pre-Service training during the initial probationary period.

**Position Location**    380 W. Second Street.  
**Salary:**                    Commensurate with education and experience

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:  
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

**AN EQUAL OPPORTUNITY EMPLOYER**