



**Montgomery County Common Pleas Court
Juvenile Division**
380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: VOLUNTEER'S TRAINER & COORDINATOR

Notice Issued October 19, 2018

Posting Period October 19, 2018 – November 2, 2018

Department CASA

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.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance. Successful completion of the 30 hour CASA Pre-Service training during the initial probationary period. 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.

Position Location 380 W. Second Street, Dayton OH 45422
Salary: 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