



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Coordinator of Volunteers

Department: Community Impact

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$24.71/hr

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Supervises and coordinates CASA Volunteer 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, and over three years court experience, with demonstrable training or experience in supervision. Completion of CASA training following appointment.

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.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Coordinator of Volunteers
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Community Impact	REPORTS TO	CASA Program Manager
PAY GRADE	A 14	WORK SCHEDULE	8:30 a.m. – 4:30 p.m.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Assures volunteer program quality of service. Monitors reports, assists with interviews, accompanies volunteers to hearings and assists with case investigations.

Supervises volunteers and cases. May assist with In-Service and Pre-Service trainings.

At times, provides assistance to CASA Program Manager with reports, grant reporting and grant applications.

Maintains hard copy and computer file records pertaining to all cases.

Tracks report data about case and volunteer statistics for the Court, VOCA, State and National CASA organizations.

Writes letters to volunteers, contributors, and other agencies.

OTHER DUTIES AND RESPONSIBILITIES

Provides office coverage as assigned by Manager.

SCOPE OF SUPERVISION

Volunteers

EQUIPMENT OPERATED

Computer; telephone, calculator, fax, copier and other general office equipment.

CONTACTS WITH OTHERS

Attorneys; Child Welfare Caseworkers; medical, school, psychologists, and other professionals; foster parents; magistrates, CASA volunteers. General public.

CONFIDENTIAL DATA

Juvenile Court records; police records; medical records; school records; psychological records; client's personnel; criminal records; program volunteers.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: family issues and dynamics relating to child abuse and neglect; Court System processes and volunteer program requirements; social welfare and community social service resources; supervisory principles.

Ability to: apply supervisory principles to supervision of volunteers; work with all types of people and races from different social, economic backgrounds; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality of confidential and sensitive information; demonstrate initiative in perceiving and meeting volunteer and program needs; willingness to accept program responsibility and leadership.

Skill in: written and oral communications; operation of computer; general typing; application of job software programs; operation of general office equipment.

QUALIFICATIONS

Bachelor's degree in social service related field, and over three years court experience, with demonstrable training or experience in supervision. Completion of CASA training following appointment.

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LICENSURE OR CERTIFICATION REQUIREMENTS

Completion of GAL training.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____