Training Coordinator – CASA of Central Oregon

Do you want to make a positive difference for local children in foster care? If so, come join a team of dedicated professionals who want to make sure that every child in Central Oregon has a safe place to call home.

At CASA of Central Oregon, we recruit, train and support volunteer Court Appointed Special Advocates (CASA volunteers) who represent the best interests of children in foster care in all court proceedings and throughout the larger communities in Deschutes, Crook, and Jefferson counties.

We are looking for a Training and Recruitment Coordinator to join our team. This position is responsible for screening and training all new CASA volunteers and leading continuing education for existing volunteers. This role is vital to ensuring that children in foster care in Central Oregon have an advocate on their side.

Essential duties of this position include:

* Working with internal team to recruit new volunteers
* Interviewing potential new volunteers and assisting them through the volunteer application process, including background checks and personal references
* Facilitate training sessions in the tri-county area using National CASA pre-serve training curriculum as a base while augmenting with local examples and mock cases
* Schedule continuing education offerings for existing advocates and staff
* Represent CASA at community events, including volunteer fairs, to educate the community and recruit additional volunteers

The ideal candidate will have:

* Bachelor’s degree or equivalent combination of education and experience
* The ability to educate and empower volunteers to be effective in their roles as advocates for children who have experienced abuse and/or neglect
* A background in adult education or training or classroom teaching experience
* A commitment to CASA’s goals and mission
* Education or experience working within the child welfare system
* The ability to travel between Crook, Deschutes, and Jefferson counties
* Strong skills in public speaking, written and verbal communication, organization, collaboration, interpersonal relationships, and small group facilitation
* The ability to work cooperatively with different types of personalities
* Computer experience including Microsoft Office, (Word, Excel, etc), Adobe Acrobat, Zoom, and Google programs

The positions are full-time, $25 - 26/hour. Benefits include health insurance, 401k, PTO, flexible schedules, and a positive working environment that focuses on a balanced work-life structure.

Applications accepted until positions is filled.

Please submit a cover letter, resume, and at least three references to jobsATcasaofcentraloregon.org.