

POSITION VACANCY

APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED BEGINNING JUNE 8, 2021 AND UNTIL THE POSITION IS FILLED.

JOB TITLE: Part-time CASA Volunteer Recruiter, #13480

Date Posted: June 8, 2021
Department: CASA
Hours: 20 - 29 hours
Annual Salary: \$14.42/hr.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time CASA Volunteer Recruiter for the Wayne-Union County CASA Program responsible for recruiting new volunteers.

DUTIES:

Assist in volunteer recruiting and retention, coordinating public outreach to include radio/television interviews and public speaking events with the purpose of recruiting volunteers and increasing public awareness of the Wayne-Union County CASA Program and its goals and activities. Develop social media posts and newspaper ads regarding recruitment. Attend community fairs and festivals on behalf of the CASA Program.

Assist in creating and facilitating the Courthouse Facility Dog Program of the Wayne-Union County CASA Program including guidelines for dog/handler requirements and program administration.

Performs related duties as assigned including assisting with typing court documents, data entry for maintaining statistical information and communication with volunteers and other agencies.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office and court policies/procedures, and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and pronunciation.

Ability to comply with all employer hiring requirements.

Ability to operate a variety of standard office equipment including computer, typewriter, calculator, fax machine, postage meter, copier, and telephone.

Ability to maintain confidentiality of department information and records according to state

requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other courts, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to understand, carry out, memorize and retain oral or written instructions.

Ability to file, post, and mail materials.

II. RESPONSIBILITY:

Incumbent performs standard and recurring duties with work priorities and schedules primarily determined by supervisor and a formal schedule. Assignments are performed according to specific detailed instructions for easily learned, non-specialized or repetitive duties. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily prevented and detected through supervisory review. Undetected errors could result in work delays in other departments or agencies and/or wrongful arrests.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with department co-workers, other courts, Department of Child Services, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Director of the Wayne-Union County CASA Program.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in the office, involving sitting for long periods, sitting and walking at will, and keyboarding.

APPLY AT:
Wayne County Government
Human Resources
401 E. Main Street
Richmond, IN 47374

ON-LINE at: www.co.wayne.in.us **(Please read on-line instructions)**

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