



Job Description

Position: Recruitment Screening Coordinator

Reports to: Volunteer Recruitment Manager

Hours: 40 hours/Salaried, Non-Exempt, Overtime Eligible. Some weekend and evening hours required.

Mission:

Court Appointed Special Advocates (CASA) provides a powerful voice and a meaningful connection for children who have experienced abuse, neglect, and abandonment.

Vision:

Every child in foster care has an advocate they can depend on to help them reach their fullest potential.

Values:

- We are **CHILD FOCUSED** we put the good of the child first, always.
- We are **CONNECTORS** we use the power of connection to optimize outcomes.
- We are **TENACIOUS** we are relentless in our efforts to identify solutions and overcome obstacles.
- We are **ACCOUNTABLE** we set goals, measure progress, and deliver results to our stakeholders.
- We conduct ourselves with **INTEGRITY** we operate with character, honesty, consistency, and reliability.

Description:

The Volunteer Screening Coordinator (VSC) is a member of the Volunteer Recruitment team, reporting to the Volunteer Recruitment Manager (VRM). This position will process applicant paperwork, schedule, facilitate and conduct applicant interviews, complete initial and ongoing background checks, obtain references and maintain electronic files. The VSC will provide additional support when needed at CASA Information Sessions, speaking engagements, tabling opportunities, and other CASA Recruitment events. This person should demonstrate excellent interpersonal skills and the ability to quickly develop rapport and build relationships with potential volunteers.

Responsibilities:

- The VSC is responsible for all aspects of the Volunteer Recruitment screening process including ongoing background checks.
- Serve as primary staff point for all new CASA volunteer screening requirements and processes.
- Coordinate and oversee all screening processes to ensure new CASA volunteers have a professional and efficient experience moving through the initial screening requirements.
- Ensure screening documents, background checks and procedures are in compliance with federal and state law and National CASA standards. Will serve as a Custodian of Record for accessing criminal background check results.
- Process applications within 2 business days of receipt to include screening, updating Optima and scheduling interviews.
- Interface with potential volunteers, respond to inquiries, and maintain Recruitment email and phone communication in a timely manner. Operate as the main point of contact for assisting applicants through the application process and encouraging those who initially apply to complete all necessary screening requirements to become a CASA volunteer.
- Oversee applicant interview process, including scheduling, resourcing, printing interview forms, booking meeting rooms.
- Conduct applicant interviews as required.
- Collate interview feedback and communicate to applicants with the support of the Volunteer Recruitment Manager.
- Upload interview documents to Optima, maintain Optima applicant notes.
- Operate as the CASA subject matter expert (SME) for applicant interviews. Monitor and evaluate quality and consistency, conduct training for new hires.
- Oversee screening data to make sure it is updated to Optima. Review data to look for trends.
- Continuously seek opportunities to improve processes and efficiency.
- Provide additional support when needed at CASA Information Sessions, speaking engagements, tabling opportunities, and other CASA Recruitment events.
- Perform any special projects aiding in the recruitment process as directed by the Volunteer Recruitment Manager.

Qualifications:

- Excellent written and oral communication skills.
- Be comfortable using all methods of communication; phone, text, email to communicate with potential volunteers.
- Valid California driver's license and current car insurance.
- A Bachelor's degree is preferred or equivalent work experience, including experience with volunteer management, customer service, interviewing, office management and/or clerical support.
- Must apply attention to details, be flexible, well-organized, and able to manage different projects concurrently, often under pressure; able to set priorities and manage time effectively.

- Proficiency with current Microsoft Office Suite, including Excel, Word, and Outlook, and Google Apps for Business.
- Familiarity with database systems.
- Experience in the use of basic office equipment (computers, copiers, printers, postage meter, fax machine, etc.).
- Must have pleasant, friendly, and professional manner.
- Must be able to deal effectively, diplomatically, and tactfully with volunteer applicants, Board members, volunteer leaders, donors, and other support constituencies, vendors, and the general public.
- Must be able to work harmoniously and cooperatively with other staff, as well as maintain standards of confidentiality and discretion.
- Must be able to sit, stand, and walk for extended periods of time. Must be able to lift 20 pounds.
- Evening and weekend hours may be required

Preferred Experience:

- Experience of the recruitment cycle including candidate screening and conducting interviews.
- Experience with or willingness to engage in public speaking.
- Experience working with volunteers.

Benefits:

Our team members are our family, so we help our team members care for their families. The rewards of joining CASA are extensive. We offer a comprehensive benefits package to all full-time employees. Here are some of the highlights:

- Healthcare/vision/dental insurance
- 403B
- Career development opportunities
- Generous time off package
- Team activities

Salary:

- to be discussed

Please forward a resume and cover letter to Tara Dempster, Volunteer Recruitment Manager, at jobs@casaoc.org if interested in applying for this position.

Equal Employment Opportunity Policy:

CASA of Orange County is an equal opportunity employer. All applicants will be considered for employment without attention to the following: race, color, sex, sexual orientation, gender, gender identity, religion, national origin, citizenship and/or immigration status, pregnancy, genetic information including family medical history, physical or mental disability, child or spousal support withholding, military or veteran status, medical condition, marital status, AIDS/HIV, natural hair styles, political activities or affiliations, domestic violence, assault, or stalking victim status, application for or enrollment in Medi-Cal, lawful conduct occurring during nonworking hours away from the employer’s premises, credit report or credit

information, prior non-conviction arrest record, and any other protected class, in accordance with applicable federal, state, and local laws.