

CASA of McLennan County

Job Description

Job Title: Part Time Volunteer Trainer

Reports To: Director of Advocacy

FLSA Status: Non-Exempt

Compensation Range: \$18-\$20/hr, depending on experience

Hours: 2-5 hours per week

General Summary:

This part time position is responsible for implementing and providing training sessions to CASA volunteer advocates, according to Texas CASA volunteer training curriculum. This position works in partnership with a second Volunteer Trainer, both providing training together and serving as backup for each other.

Essential Responsibilities and Duties

1. Completes Texas CASA Facilitator training
2. Facilitates or co-facilitates volunteer training sessions (Thursday evenings)
3. Monitors volunteer progress through self-study portions of training
4. Reports volunteer attendance and participation to Director of Advocacy
5. Conducts make-up training sessions, if/as approved by the Director of Advocacy
6. Serves as backup for second Volunteer Trainer, in the event of illness, unavailability, etc.
7. Participates in regular supervision and planning with the Director of Advocacy
8. Attends and participates in continuing education opportunities
9. Coordinates with second Volunteer Trainer regarding schedule and division of duties

Knowledge, Skills and Experience

1. Education
 - High School Diploma
 - A Bachelor's Degree in social work or related field preferred (If a college degree has not been completed, a writing sample or mock training presentation may be requested)
 - At least 1 year of experience in a training role
2. Critical areas of qualifications include the following:
 - Experience in leading training in a group setting
 - Experience utilizing Zoom platform as meeting host
 - General understanding of child and family advocacy issues
 - Strong interpersonal and presentation/public speaking skills
3. Spanish/English fluency is considered an advantage
4. Applicant must pass program required background checks

Physical Requirements and Work Environment

The position requires a flexible schedule as training sessions will regularly occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. CASA offices in a fully ADA compliant facility.