

WOOD COUNTY JUVENILE COURT
COURT APPOINTED SPECIAL ADVOCACY PROGRAM.

The Wood County Juvenile Court, Court Appointed Special Advocacy Program (CASA) is seeking qualified candidates to fill the positions of Full and Part-time Volunteer Coordinator.

The general function of the position is to coordinate and facilitate all aspects of Court Appointed Special Advocate/ Guardian ad Litem Program (CASA/GAL) and the Citizen Review Board (CRB) program.

The successful candidate should meet the following requirements:

Ability to monitor the needs of the children served to better assist the CASA/GAL volunteer.

Ability to effectively communicate with attorneys, prosecutors, and community based resources in a polite, courteous and professional manner.

Ability to assist in the preparation of volunteer written reports.

Ability to communicate effectively in written and oral form.

Ability to recruit, support and retain volunteers.

Ability to organize and facilitate volunteer training.

Ability to organize time, work independently, and manage multiple tasks and deadlines.

Applicants shall obtain an Associate Degree, or related experience, be age 21, and have a Valid Driver's License

These grant funded positions are unclassified, non-exempt, with starting wage of \$16.50. The Part Time position is 25 hours per week.

Interested individuals should submit a resume and cover letter to the Wood County Juvenile Court CASA Program, Attn. Kristen Leverton, Director, 1032 South Dunbridge Road, Bowling Green, Oh. 43402.