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| Job Title | Volunteer Coordinator |
| Employer/ Agency | Child Advocates of Fort Bend |
| Job Description | Seeking a dynamic individual responsible for assisting in training, recruitment and retention of volunteers who work directly with abused and neglected children. This candidate will also be responsible for providing professional support to CASA (Court Appointed Special Advocates) volunteers appointed to cases in Fort Bend County. Candidates must demonstrate an understanding and experience in successful volunteer management. Public speaking skills, strong writing skills and computer proficiency is a must. |
| Qualifications | This candidate should have commitment to continuing professional and personal learning. The candidate must demonstrate collaboration and leadership ability as well as sound understanding of the principles of volunteer management. Requires excellent verbal and written communication and advocacy skills, ability to work in a fast paced and changing environment and to handle multiple priorities. Needs to be confident, flexible, organized, and responsible. Should be able to consult, problem solve, and work collaboratively. Bachelor's degree in human services, management, business, social services or three years of experience in volunteer management. Competency in office software applications. |
| Salary/Hours | DOE |
| Address | 5403 Avenue N |
| City, State, Zip | Rosenberg, Texas 77471 |
| Contact Person | Metoyer Martin |
| Contact Title | CASA Program Director |
| Telephone Number | 281-344-5122 |
| Fax Number | 281-341-0798 |
| Email Address | mellis@cafb.org |
| Application Method | Email resume to Metoyer Martin mellis@cafb.org |
| Opening Date | 5/5/14 |

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