



# Human Services Volunteer/Intern Position Description

*Primary Purpose of Position: to assist in providing core services to local Court Appointed Special Advocate (CASA) programs.*

## **Possible Areas of Responsibility:**

- ❖ Training and Technical Assistance – assist in the development/acquisition of training materials and the coordination of training events.
- ❖ New Program Development – assist in the development of new CASA programs in un-served areas of the State.
- ❖ Communications – assist in promoting communication, networking and sharing of information among local programs.
- ❖ Legislative/Public Policy – assist in tracking of legislation, gathering information about policy changes and court decisions and disseminating information to local programs. Assist in planning of annual legislative reception and “CASA Day in Annapolis.”
- ❖ Public Awareness/Volunteer Recruitment – assist in promoting public awareness of CASA and recruiting volunteers to serve as Court Appointed Special Advocates and other volunteer roles.
- ❖ Resource Development/Fundraising – Assist in researching potential funding opportunities for CASA, organizing fundraising events and activities, and providing assistance to local CASA programs in securing funding.

## **Requirements:**

- ❖ Commitment to CASA mission;
- ❖ Demonstrated ability to perform responsibilities listed above;
- ❖ Honesty, dependability and reliability;
- ❖ Excellent attention to detail, organizational and people skills, and follow through; and
- ❖ Excellent verbal and written communication skills.

## **Remuneration/Benefits:**

- ❖ Excellent opportunity to develop/demonstrate skills in above areas to further the cause of a nationally-affiliated child advocacy organization;
- ❖ Travel expense reimbursement; student stipend may be available for qualified candidate.