

# CASA KANE COUNTY

## ASSISTANT DIRECTOR OF TRAINING AND EDUCATION JOB DESCRIPTION

### **General Description:**

The Asst. Director of Training and Education reports to the Director of Training & Education. This position is responsible for assisting with the following duties: the training of CASA/GAL volunteers and the management of CASA Kane County's Continuing Education Program; and the recruitment and development of speakers as well as professional resources for advocates and staff members. Additionally, the Training & Education Manager will monitor and evaluate compliance with the CASA Kane County Advocate Education Plan (AEP); state and federal law; and with the rules and regulations of the Illinois State CASA and National CASA organizations.

The Asst. Director of Training and Education will assist in establishing and delivering mandatory yearly compliance trainings to CASA Kane County Staff and Board of Directors in accordance with the Employee Handbook policies. This role will ensure that the mission of CASA Kane County is carried out through administration of yearly surveys to individuals served by and within the organizations.

### **History – Mission – Direction of the Organization:**

In 1977, a Seattle Superior Court Judge named David Soukup was concerned about trying to make decisions on behalf of abused and neglected children without enough information. He conceived the idea of appointing community volunteers to speak up for the best interests of these children in court. He made a request for volunteers; 50 citizens responded, and that was the start of the CASA movement.

Mission Statement: CASA Kane County is a nonprofit volunteer organization that advocates for the best interests of abused and neglected children within the Juvenile Court system.

CASA Kane County is 30 years old with 20 staff members, 20 Board of Directors, 40 Chairman Advisory Panel members and 200 plus active CASA/GAL volunteers. As a Guardian ad Litem organization, we are appointed to 100% of all abuse/neglect and probate cases in Kane County!

### **Qualifications:**

- Bachelor's degree in a related field – an advanced degree is preferred.
- Demonstrated public speaking skill and ability.
- Experience in leading/facilitating training, classes and/or seminars.
- Experience evaluating staff or volunteers while they perform their job duties
- Must be willing to complete off-site evaluations / observations
- Experience in managing team members and volunteers.
- Strong computer skills in all Microsoft products including Outlook, Word, Excel and Publisher.
- Proficient writing ability.
- Experience working with Constant Contact, Mail Chimp and Survey Monkey or similar tools.
- Experience working with database management systems.
- Experience with professional continuing education programs is preferred.
- Must be able to multi-task, work collaboratively in a team environment, and execute timelines.
- Must be flexible in schedule in order to carry out duties and responsibilities.
- Self-starter who is goal-orientated and brings a high level of energy to a dynamic team.

- Demonstrates professional ability to interact positively in many different settings with volunteers; attorneys; court personnel; media; staff members; board members; and members of our community.
- Commitment to CASA Kane County’s goals and mission.

**Duties & Responsibilities:**

- Enhance an exciting and content rich Advocate Education Plan (AEP) for volunteers including: live lectures and seminars; online education including podcasts and videos; articles, case studies and non-fiction literature.
- Organizes the Plan of Action (POA) for continuing education that consists of all core advocacy education, post training, older youth, second case education and small group interests.
- Research, meet and schedule speaking talent for live lectures and seminars.
- Research, review and ensure credibility of resources and compliance on the organizations CASA University for employees, leadership and staff.
- Assist and/or lead training sessions for CASA Kane County team members, board of directors, court personnel, legal colleagues and community partners as needed.
- Assist, qualify and support the initial interviewing for new CASA/GAL volunteers.
- Work with lead team and advocate supervisors in developing and facilitating “small group” continuing education sessions for CASA/GAL volunteers.
- Train and coach CASA/GAL volunteers by going out on child visits and report back to the leadership team with your observations and feedback for greater educational opportunities.
- Develop primary and existing relationships with outside partnering agencies and other nonprofits.
- Be an Ambassador and sit on committees in the community with partner agencies and likeminded organizations for greater collaboration to serve our mission.

**Financial Overview:**

Annual Budget for Organization: \$3,300,000. Organization’s financial resources come from: Foundation/Corporate grants, special events, interest income, annual contributions and major gifts.

**Benefits:**

- Performance Review Policy
- Vacation and Holiday Pay
- Health Insurance Plan
- Retirement Plan (403b) 3% match by CASA

**Employee Classification:** Full-time, Exempt

**Inquiries and Correspondence:**

Christine Evertsen  
 Manager of Compliance and HR  
 CASA Kane County  
 100 S. Third Street, Suite 460  
 Geneva, IL 60134  
 Phone: (630) 444-3131 - Email: christinee@casakanecounty.org

**Include:** Resume, Cover letter, References, Writing samples, Salary history