



Kansas CASA Job Description

Job Title	State Training Coordinator	Department	Administration
Reports To: (Title)	State Director	Classification Exempt/Nonexempt	Exempt
Date Created/ Revised:	July 2020	Wage Hourly/Salary	Salary: \$45,000 per year + Health insurance stipend

Job Description Details

General Description :

The CASA State Training Coordinator is responsible for the routine training and ongoing development of the 23 local CASA programs throughout the state of Kansas.

This is a full-time, salaried position with the expectation that work hours will vary and may include occasional nights and weekends depending on the needs of the organization. This position will be located in Topeka but will require extensive travel throughout the state for training. All KCA employees are considered at will.

Key Duties & Responsibilities:

- Proficiency in Microsoft Office Suite, Excel, and PowerPoint;
- Possess strong leadership skills and at least 1 year of experience as a team leader or training staff;
- Ability to manage competing priorities with multiple deadlines;
- Flexibility and the ability to work independently toward achieving goals and deliverables;
- Ability to pay serious attention to organization, detail and accuracy;
- Ability to conduct training sessions, and develop on-line training modules with a team;
- Experience in child welfare setting or as a CASA volunteer or supervisor;
- Reliable transportation and availability to travel periodically within Kansas and out of state.
- Ability to maintain a strong and professional approach while under pressure.
- Will be working with different styles and learnings types, the ability to adapt to the needs of the group is essential in being successful.

CASA STATE TRAINING COORDINATOR DUTIES AND RESPONSIBILITIES:

Program/Service Development – 60%

- Serve as a liaison between local programs, Office of Judicial Administration, and KCA in the development and/or implementation of CASA programs in Kansas.
- Develop an on-line training module for New Local Program Directors
- Develop on-line modules to provide Local Program Directors with updates on standards and policies.
- Provide support and resources to local programs to maintain knowledge of standards and certification.
- Provide support and resources to counties that have interest in or are developing CASA programs.
- Provide ongoing technical assistance and communication tools for established CASA programs.

Direction of Internal Activities – 15%

- Direct, supervise, and evaluate staff and volunteers/student interns.
- Work with the State Director to prepare agendas and materials for meetings of the Board of Directors and Executive Committee.
- Keep the State Director informed of policy or organizational concerns as they arise.
- Provide direction for the development of improved methods, systems, procedures, policies, and techniques to more effectively operate the organization, and provide a greater level of service to local CASA programs.
- Implement and monitor annual goals in consultation with the Board of Directors and the President.
- Prepare and/or assist with the preparation of the Annual Report.

Resource Development – 10%

- Work with the Financial Committee to develop an annual plan to meet the financial needs of the organization.
- Work with the State Director to create statewide funding opportunities for KCA.
- Write and/or supervise grant proposals for KCA.

Financial Management – 5%

- Assist with development of recommended budget at the beginning of each fiscal year in consultation with the Finance Committee.
- Track expenditures and adherence to any requirements set forth by grantors.

Meetings, Affiliations and Organizations - 5%

- Attend board meetings and provide appropriate and thorough reports as requested.
- Participate or delegate participation in statewide meetings that further the interest of CASA and those served, including accepting appointments to committees and task forces.
- Work cooperatively with Office of Judicial Administration and other statewide partners and representatives.

General – 5%

- Performs other duties that may be required or assigned by the State Director.

Education / Certifications:

- Hold a minimum of a bachelor's degree in one of the following or a related field:
 - Social work
 - Psychology
 - Any human services degree.
- Preferred education would be a masters in
 - Social work
 - Human Development
 - Any human services degree.

Level of Managerial Experience (People) Required

- Managerial experience preferred

Travel Requirements

- Infrequent City travel
- Frequent out of City travel for majority of job responsibilities

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