



JOIN OUR TEAM as our Volunteer Supervisor

CASA First's mission is to support and promote volunteer advocacy so that children and youth from Santa Fe, Rio Arriba, and Los Alamos Counties who are trauma-impacted or system-involved can be safe, have permanent connections, and have the opportunity to thrive.

We are looking for a dynamic, professional, and good-natured team player to join our growing nonprofit serving the needs of trauma-impacted children in Northern New Mexico.

The Volunteer Supervisor is responsible for onboarding, training, supervising, and supporting Volunteer Advocates with our CASA and Abrigo Advocate programs. They are also responsible for case management, logistical program support, maintaining case and volunteer data, researching services and accessing resources for clients, and building community collaborations.

- Salary range \$48,000-\$54,000 depending on experience, growth opportunity
- Additional wellness stipend of \$400 monthly/ \$4800 yearly
- 11 paid federal holidays and a paid week off between Christmas and New Year
- 16 accrued days of paid sick/personal leave
- Retirement benefits - Simple IRA Plan and Employer Match program
- 32-hour work week

CASA First is an Equal Opportunity Employer and is committed to building a more just, diverse, inclusive, and accessible work environment. We strive for a workplace where individuals from historically marginalized identities and those with non-traditional career paths can thrive. Those from diverse backgrounds including Black, Latino, Indigenous, People of Color, LGBTQ+, and those with lived experience are encouraged to apply.

Candidates should submit a letter of interest and resume to our Executive Director to annie@casafirst.org.

Visit www.casafirst.org for more information about our organization.



JOB QUALIFICATIONS:

- The Volunteer Supervisor will complete the CASA volunteer training and be assigned to at least one case within the first year of employment
- Bachelor's Degree or higher
- Lives in or willing to relocate to one of the counties we serve: Santa Fe, Rio Arriba, or Los Alamos
- Must pass a background check
- Minimum of three years of non-profit program management, child welfare, volunteer supervision, or direct service experience
- Experience working with children and youth who have experienced trauma
- Candidate should have a positive, collaborative, and enthusiastic approach as well as a high level of integrity and ability to maintain confidentiality
- Strong time management, administrative, and computer skills
- Excellent oral and written communication skills, including written reports
- Knowledge of community resources, and local non-profits
- Ability to accurately create and maintain statistical program data, policy compliance, grant reporting, files, and record systems, including client data-tracking systems
- Possess the ability to interact empathetically, calmly, and professionally with clients, the public, volunteers, partners, and court and state personnel and respect all people
- Adaptability to changing environments with the ability to respond to and manage crisis with a calm, mindful approach
- Must be grounded in a trauma and culturally-informed lens
- Commitment to CASA First's mission and programs, a desire to serve diverse children and families, and the ability to excite and motivate others about our work

