

CASA of East Tennessee Non-Profit Volunteer

CASA of East Tennessee's mission is to improve the lives of abused and neglected children through trained volunteers who advocate for safe, permanent, loving homes. This is a non-paid internship learning opportunity, based in our Administrative Office.

Reports to: Volunteer Coordinator

Education: High School Diploma or equivalent

Skills: Strong written and verbal communication skills are imperative. Excellent computer skills, experience with cloud computing, calendar sharing, Microsoft Office, and database management.

Special Requirements: Commitment to the program's mission, goals, and standards. Must be a minimum of 21 years of age; have a valid driver's license; submit to screening and criminal background check.

Summary

The CASA Volunteer works closely with the Volunteer Coordinator and Communications Coordinator on task items. Tasks will be outlined the week prior and reviewed and updated as tasks are completed. CASA volunteers will work with program statistical data, volunteer data to assist with administrative tasks within a non-profit environment. Many of these tasks will include general office tasks such as filing and scanning, documentation of data in reporting, reviewing databases for duplicates and data inputting.

General Expectations

- Adheres to CASA of East Tennessee's policy and procedures.
- Demonstrates an attitude of respectful, non-judgmental, and empathetic behavior toward the families and children we serve, being sensitive to values and beliefs of different cultures.
- Represents CASA of East Tennessee a professional manner while volunteering. Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- Maintains a positive and respectful approach both verbally and in writing with all CASA of East Tennessee Staff, Volunteers and Board Members.
- Schedules will be reviewed with Volunteer Coordinator and can be flexible as needed.
- Ability to maintain confidentiality in all work and case data related matters.
- Other Duties as assigned.

By my signature, I hereby certify that I have reviewed the attached description of my Volunteer position and agree to perform the duties described therein.

Volunteer Printed Name: _____

Date: _____

Volunteer Signature: _____