



Recruiter Job Description

Position: **PART-TIME** Recruiter

Reports to: CEO and/or Program Director

POSITION SUMMARY

The Recruiter responds to inquiries from prospective volunteers, manages the application process, interviews prospective volunteers, and maintains accurate information regarding volunteer inquiries and follow-up. Public speaking during evening and weekend hours may be required. Recruiter is responsible for clerical and logistical support for volunteer recruitment.

JOB RESPONSIBILITIES

- Assists with development of a volunteer recruitment plan.
- Emphasizes at all times a culturally competent and inclusive approach to recruitment and communication, focusing on opportunities to recruit a diverse pool of applicants.
- Prepares and distributes a schedule of recruitment information sessions.
- Responds to phone calls, email and other inquiries from prospective volunteers, providing accurate information about the volunteer role and the application process.
- Assists with communications to the public regarding volunteer opportunities.
- Coordinates mail-out of volunteer information packets and other correspondence.
- Maintains RSVP and attendance rosters for recruitment information sessions and notifies/reminds participants of dates, locations and application and other deadlines.
- Coordinates information sessions activities.
- Registers information session attendees and conducts follow up with absentees.
- Follow up with prospective volunteers regarding the application and enrollment process.
- Assists with interviewing prospective volunteers.
- Maintains database regarding volunteer inquiries, recruitment sources, applications and follow-up communication.
- Contacts former volunteer advocates regarding possible return to volunteer duties.
- Supports the CEO by preparing general and follow-up correspondence.
- Participates as needed in special projects.
- Maintains confidentiality of agency, staff and client information.
- Other duties as assigned.

ACCOUNTABILITY

- Recruiter directly reports to the CEO and/or Program Director who will be responsible for monitoring assignments, tasks, duties and completing performance evaluations

DESIRED QUALIFICATIONS

- Bachelor of Arts in Human Resources, a related field, or equivalent combination of education and training, with direct experience in volunteerism, human services, and recruitment.
- Ability to communicate with, supervise and empower volunteers to be effective in their roles.
- Ability to work cooperatively with a diverse population.
- Professional appearance and manner.
- Proficiency with PCs, Google platform, MicroSoft Office platform.
- Excellent verbal and written communication skills.
- Excellent interpersonal and teamwork skills.
- Highly organized, detail-oriented, self-motivated.
- Ability to manage multiple projects and shifting priorities.
- Aptitude for public speaking.
- Completion of the National CASA advocacy pre-service training program within six months of employment.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position, or the only projects that this position will be asked to work on. Employees will be required to follow any other job-related instructions and to perform other job-related duties or project assignments requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis. Atlanta CASA is an Equal Opportunity Employer and does not discriminate against any employee or applicant because of race, color, sex (including pregnancy, sexual orientation or gender identity), age, national origin religion, status as a veteran, genetic information or basis of disability or any other federal, state or locally protected class.

Send resumes to: ceo@atlantacasa.org. *No phone calls.*