



CASA of the Eastern Panhandle, Inc.
433 Mid-Atlantic Parkway • Martinsburg, WV 25401
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PART-TIME VOLUNTEER COORDINATOR

CASA of the Eastern Panhandle seeks professional candidate for Part-Time Volunteer Coordinator position with the potential to become Full-Time. Responsibilities include recruiting, interviewing, training, and supervising volunteer advocates; case intake; review/distribution of legal documents.

Qualified candidate will possess a BA in social service-related field or related work experience; excellent communication skills; strong organizational skills; attention to detail; ability to communicate with, supervise and empower volunteers; and a commitment to helping abused children. Strong background in local social service and criminal justice agencies and protocol preferred.

Please submit cover letter, resume, and salary requirements to: CASA-EP, ATTN: EXECUTIVE DIRECTOR, 229 E. Martin St., Suite 100, Martinsburg, WV 25401. CASA-EP is an EEO.

