



## **CASA of Central Virginia, Inc. Pre-Service Training Facilitator Position Description**

CASA of Central Virginia is seeking a contract employee to facilitate CASA volunteer pre-service training classes. Our Fall 2023 training class is scheduled from August 22- October 17 on Tuesdays from 5:30-9:00 p.m. at the CASA of Central Virginia office in downtown Lynchburg. Alternate schedules are being considered for Winter and Summer classes depending on the needs of the program and the facilitator's availability. The facilitator will be expected to meet with staff prior to class start date to be oriented to the training curriculum. Additional time will be required before the start of class to gain familiarity with the training curriculum structure and content. An additional CASA of Central Virginia staff person will also be present to support each training class.

### **Employment Status:**

Contract Employee

### **Location:**

Lynchburg

### **Salary:**

The facilitator will be paid a flat amount of \$2,500 per training cycle and will receive an IRS Form 1099 at the end of the calendar year.

### **Reports To:**

Executive Director and Associate Director

### **Basic Function:**

The CASA Pre-Service Training Facilitator will be responsible for providing professional instruction to CASA volunteer trainees from a pre-developed training curriculum. CASA of Central Virginia will offer up to three training sessions annually consisting of 35-40 hours of instruction, homework assignments, and court observations. The Pre-service training could be offered in-person or virtually based on the needs of the program.

### Qualification and Skills:

- Training facilitation experience using adult learning principles.
- Previous successful service as a CASA volunteer
- Excellent communication skills
- Excellent writing skills
- Highly organized
- Proficiency with Microsoft Office software, Google applications, and Zoom.
- Clear background check per National CASA standards.

### Job Duties & Responsibilities:

- Become familiar with the CASA of Central Virginia volunteer pre-service training curriculum, case study, and supplemental resources.
- Communicate with trainees prior to and during class session regarding homework and other questions that may arise.
- Facilitate the training curriculum as developed for an entire training cycle.
- Assist staff with coordinating guest speakers and court hearing observations.
- Monitor and track homework assignments and attendance.
- Edit and provide feedback for court report homework assignments.
- Assess and monitor trainee performance and communicate regularly with Associate Director and/or Executive Director.
- Share class evaluations each week with Associate Director and/or Executive Director.
- Attendance at the Volunteer Induction Ceremony is preferred.

*CASA of Central Virginia is an equal opportunity employer that is committed to diversity and inclusion in the workplace.*

**To apply, send your resume with a cover letter explaining how your skills and experience fit this position to [employment@cvcasa.org](mailto:employment@cvcasa.org).**