**STAFF ROLES**

**EXECUTIVE DIRECTOR: Kimberly Weiser**

PRIMARY DUTIES INCLUDE:

* Strategic planning and organizational task management
* Personnel: Recruitment, Supervision, Leadership, Development
* Finance & Administration: Compliance Monitoring, Budget oversight, Grant management, Insurance, Policy/Procedures, Risk Management
* Program & Fund development leadership
* Board: Recruitment/Training, Liaison to the Board & Committees

**DEVELOPMENT DIRECTOR: Laura Green**

PRIMARY DUTIES INCLUDE:

* Fund Development Planning
* Fundraising Event Leadership
* Donor Recruitment and Retention
* General Public Relations/Community Education
* General Administrative Support

**PROGRAM DIRECTOR: Rachel Drake**

PRIMARY DUTIES INCLUDE:

* Personnel: Recruitment, Supervision, Leadership, Development (of Advocate Supervisors)
* Case/Child Quality Assurance & Compliance Monitoring
* Program Service Development: Toy Drives, CFE, Special Projects/Initiatives, Committee Leadership
* Advocate Retention – Oversight & Leadership
* Advocate/Companion Continuing Education Coordination (In-Service Training)
* Reporting & Data Maintenance
* Direct Services/Advocate Supervision

**TRAINING COORDINATOR: Janet Davidson**

PRIMARY DUTIES INCLUDE:

* Volunteer Recruitment: CASA 101, Booths/Fairs, Media Communication
* Advocate Onboarding: Interviews, reference checks, background checks, training coordination
* Advocate Pre-Service Training
* General Public Relations/Community Education
* Community Outreach Leadership

**ADVOCATE SUPERVISORS: Rosa Hoadley/Catharine James**

PRIMARY DUTIES INCLUDE

* Advocate Guidance & Supervision: Up to 30 advocates/supervisor
* Case Management: Up to 45 cases/supervisor
* Child Advocacy: Up to 20% of cases
* Advocate Retention & Appreciation