

About CASA for Children of Klamath County

The mission of CASA for Children of Klamath County is to ensure that children in foster care have a consistent, caring adult advocate to champion their best interests in court and in the community.

CASA volunteers are appointed by judges to advocate for children who have experienced abuse or neglect. Through trained community volunteers, CASA helps ensure each child's voice is heard and that they move toward a safe, stable, and permanent home.

Position

CASA for Children of Klamath County is seeking a dedicated and organized professional to serve as our CASA Program Coordinator. This position supports and supervises volunteer advocates who represent children in foster care in Klamath County Juvenile Court.

If you enjoy working with people, staying organized, and making a meaningful impact in your community, this may be a great fit.

Position Details

- Salaried position based on \$21 per hour
- Averaging 28 hours per week
- \$400 monthly stipend
- Flexible and hybrid work environment
- Primarily Monday–Thursday schedule, with occasional outreach or court-related hours outside standard times

Primary Responsibilities

- Supervise and support CASA volunteers
- Review and edit court reports
- Provide monthly documented contact with assigned advocates
- Maintain accurate case records in program database
- Compile case data and program statistics for reporting
- Assist in gathering and drafting case stories and narratives
- Support volunteer recruitment and training logistics
- Attend outreach or recruitment events when needed
- Assist with social media and website updates as assigned

Qualifications

- Experience working in a professional office or program support setting
- Strong interpersonal skills and ability to build positive professional relationships
- Strong written and verbal communication skills
- Solid computer proficiency (Word, Excel, databases, email systems)
- Organized, dependable, and able to manage time effectively

- Ability to work independently within a flexible environment

Preferred:

- Experience in social services, child welfare, nonprofit, or volunteer coordination
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Requirements

- Valid Oregon driver's license
 - Successful background and central registry check
 - Ability to maintain confidentiality
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Why Work With CASA?

- Flexible, supportive work environment
- Opportunity to make a direct impact on children in foster care
- Mission-driven team culture
- Professional growth opportunities

To apply, please submit your resume and cover letter to:

admin@klamathfallscasa.org