

**POSITION TITLE:** Part-time CASA Supervisor  
**SUPERVISOR:** Program Director

**ABOUT THE POSITION:** Piedmont CASA's service area includes Charlottesville, Albemarle, Culpeper (starting 7/1/26), Louisa, Greene, Fluvanna, and Madison. The CASA Supervisor is responsible for providing the staff support to CASA volunteers, ensuring that children assigned to the CASA program receive appropriate advocacy services. The CASA Supervisor is responsible for volunteer training and supervision and for coordination of cases.

This is a part-time, salaried position.

**REQUIRED QUALIFICATIONS:** The *CASA Supervisor* should demonstrate the following skills and experience:

1. At least three years' experience in counseling, teaching, or a human service-related field;
2. Familiarity with youth issues either from work or lived experience;
3. Demonstrated ability and success with developing positive and purposeful relationships with agencies, people, and youth that lead to positive outcomes;
4. The ability to work cooperatively with different types of personalities and individuals of diverse racial/economic/cultural backgrounds;
5. Highly organized, self-motivated, team player;
6. Basic knowledge of computers and word processing;
7. Superior oral and written communication skills;
8. The ability to participate in and deliver training;
9. Willingness to authorize Piedmont CASA to obtain a fingerprint criminal record check, division of motor vehicle record check, and child protective services record check. An applicant shall be rejected if they have a conviction or charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or to the CASA program's credibility; and,
10. Commitment to Piedmont CASA's mission and program goals.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's degree in relevant field;
2. Knowledge and understanding of issues and dynamics within families relating to child abuse and neglect; knowledge of child development; knowledge of the impact of trauma on children, youth, and adults;
3. Knowledge of the child welfare, education and/or court systems; and
4. Foreign language fluency with a focus on Spanish language skills.

## **DUTIES AND RESPONSIBILITIES:**

### **CASA VOLUNTEER & CASE SUPERVISION (90%):**

1. Assist in recruiting and screening potential CASA volunteer candidates through interviews, review of applications, and staff evaluation of volunteer candidates.
2. Participate in and help facilitate the CASA volunteer training program and in-service training opportunities.
3. Screen and assign all cases referred to CASA with the Supervisor team.
4. Provide supervision and support to volunteers throughout the course of each case including accompanying Volunteers to court hearings, reviewing court reports, evaluating Volunteers, and otherwise remaining available to Volunteers for individual support.

### **PROGRAM SUPPORT (10%)**

1. Perform duties as assigned by the President & CEO or Program Director including, but not limited to providing office coverage, serving as a liaison to community agencies, and maintaining and compiling information in organizational databases.
2. Pursue professional development opportunities that enable you to maintain knowledge of current significant theory, literature, and resources.

*The CASA Supervisor position is one held by more than one individual, and duties and responsibilities will be distributed between CASA Supervisors as allocated by the President & CEO and Program Director. Nevertheless, each CASA Supervisor must possess the skill and ability to accomplish the tasks defined in the CASA Supervisor job description*

**LOCATION:** This role will be based out of our office in Charlottesville. After a probationary period of six months, remote work one day a week can be discussed with supervisor.

**SALARY AND BENEFITS:** The starting salary for this position is \$40,000. Benefits are not offered for part-time positions.

**APPLICATION INSTRUCTIONS:** Email a cover letter, three references, and a resume to Kate Duvall at [kduvall@pcasa.org](mailto:kduvall@pcasa.org). Please include "CASA Supervisor" in the email subject.

**APPLICATION DEADLINE:** Applications will be considered on a rolling basis. We encourage applicants to apply as soon as possible.

**EQUAL OPPORTUNITY:** Piedmont CASA prohibits harassment and/or discrimination of any applicant or employee on the basis of race, religion, color, gender, national origin, disability, sexual orientation or any other basis made illegal by the laws of the United States or of the State of Virginia.