***[](http://myactionpact.org/)***

**Have A Passion For Serving Children?**

**Competitive Pay, 5 Day Work Week, Excellent Benefits**

**The Company:**

**Action pact,** formerly **Concerted Services, Inc.,** is a community action agency deeply rooted in the promise of improving lives and communities. For over 50 years, we have worked alongside local partners and have become integral to the progress of the individuals and families in the communities we serve. Join up with **action pact**, an agency that was built on the promise that every family should have an opportunity for success.

**The Position:**

We are recruiting for a part-time CASA Volunteer Coordinator for Coffee Co. The position provides staff support to Court Appointment Special Advocates (CASA) volunteers to ensure that neglected and/or abused children involved with Coffee Co DFCS and appointed by the Coffee Co Juvenile Court receive sound advocacy and early permanency planning. Duties include: Supervising volunteers in Coffee Co. Assist in recruiting, screening, interviewing and training of new volunteers. Attending Juvenile court hearings. Assisting volunteers in completion of necessary records and document all services provided on assigned cases. Maintain case files in office. Assisting with the coordination of the training program as needed. And, completing all other duties as may be assigned by the Program Director.

At a minimum, GED, High School Diploma preferred.

Hiring Range -$12.00

**The Location:**

Coffee Co Service Center

1115 West Baker Hwy

Douglas. GA

**Why Should You Apply:**

Paid Time Off & Sick Leave that accrues day 1

13 Paid Holidays & Monday- Friday Work Week!

Low-cost Medical Insurance + Free Employee Dental & Vision Insurance

Free Life Insurance up to 2 times salary + Free Long-Term Disability

Retirement Plan eligibility day 1 & MORE!

**Interested?**

Apply in person at any action pact location or print an application from our website: [www.myactionpact.org](http://www.myactionpact.org) and email to [hr@myactionpact.org](mailto:hr@myactionpact.org)

Deadline to apply (open until filled)

Our team at **action pact** works hard, has fun, and changes people’s lives. If you are looking for work that is challenging and meaningful, come join our team!