

## **CASA of McHenry County Internship Description**

### **General Description:**

The CASA intern will provide administrative support to the CASA program to help achieve the CASA mission. CASA of McHenry County trains volunteers to advocate for abused and neglected children during their involvement with the Juvenile Court as victims. This internship is an unpaid position, but provides excellent experience to a student interested in law, volunteer administration, or social services.

### **Responsibilities include:**

- Assisting with the recruitment and training of volunteers (processing volunteer paperwork, attending volunteer fairs and other outreach events, responding to inquiries about volunteering);
- Assisting with fundraising (preparing mailings, assisting with CASA information sessions, helping to prepare for CASA of McHenry County's fundraising breakfast);
- Assist with marketing and outreach (arranging and attending presentations, drafting press release, updating CASA website);
- Assist with volunteer training (role play, follow-up with volunteers, prepare mailings and volunteer manuals);
- Serving as a member of the CASA of McHenry County team by completing other duties as assigned.

### **Qualifications**

- Must be 18 year or older, must pass a background check, and must sign a confidentiality agreement prior to service;
- Must be available to work between the hours of 9 am to 5 pm (flexible) and must be available some evenings and weekends;
- Ability to work as a team player and interact positively with volunteers and staff
- Excellent writing and organizational skills
- Demonstrates maturity and responsibility in handling confidential information
- Commitment to CASA of McHenry County's goals and mission
- Working knowledge of Microsoft Word and Microsoft Access, Microsoft Excel, etc.

To apply, please submit a resume, cover letter and three references (2 professional) to:

Kelly Pokharel

CASA of McHenry County

110 S. Johnson St., #205

Woodstock, IL 60098

815-206-4585 (phone) 815-206-4586 (fax)

[kelly@casamchenrycounty.org](mailto:kelly@casamchenrycounty.org)