



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Coordinator of Volunteers

**Department:** Volunteer Services

**Posting Issued:** January 27, 2023

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** 21.73/hr

**Shift:** 1<sup>st</sup>

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Supervises and coordinates CASA Volunteer Program.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

Bachelor’s degree in social service related field, and over three years court experience, with demonstrable training or experience in supervision. Completion of CASA training following appointment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

**AN EQUAL OPPORTUNITY EMPLOYER**