



CASA of Missoula Program and Volunteer Retention Intern/Work Study

Qualifications:

- Complete online CASA Volunteer Application
- Submit Resume, Cover Letter, and three professional references
- Complete interview
- Pass a complete criminal history and child abuse registry check

Job Description:

Work Study students/Interns at CASA of Missoula work with our program staff to ensure the organization has the resources and support necessary to do this critical work. CASA of Missoula seeks students to help staff continue to make CASA thrive in our community, and reach as many abused and neglected children as possible. Students will build experience in the nonprofit sector, from volunteer support to daily operations. Students will work closely with CASA staff through admin and clerical duties, special projects, and educational components.

Hours:

Time commitment is flexible and varies by responsibilities. Students typically commit to 10-12 hours per week for the semester. This can vary based on the student's individual needs and schedule. This position is primarily remote, but can be done in the CASA office if requested.

Compensation:

We offer two different compensation options for work study/intern position at CASA of Missoula:

1. Work Study* - Students can earn \$15/hour through Work Study at the University. They must qualify for Work Study and are paid directly by the University.

- OR -

2. Internship - If students do not qualify for Work Study or would like to receive college credit, we will ensure the compensation is equitable to that of the Work Study Position. As an intern, you will receive up to \$700 worth of college credit (3 units) and will receive an hourly wage from CASA of Missoula of \$10.50.

*Maximum amount of work study will be based on your financial aid package as allowed by your university.

Key Responsibilities:

1. General Duties - 8 hours per week:
 - a. Training Support (reference checks, background checks, setting up volunteer accounts, etc.)
 - b. Assist in CASAs Training preparation
 - c. Create weekly updates in Mailchimp, assist with Monthly Newsletter (if needed)
 - d. Upload new cases in Optima, update priority list and summary



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- e. Process our documents email - processing all Court documents
 - f. Volunteer File (electronic): set up their account, upload volunteer documents, ensure all checklist information is present
 - g. Send Court reminders every Monday for the following week
 - h. Create Volunteer appointment orders (as needed)
 - i. Assist with tabling events and outreach
 - j. Other projects and duties as assigned
2. Project(s) - 1-2 hours per week
 - a. Student will identify 1-2 capacity building projects at the beginning of their position and work with their supervisor, staff, and CASA volunteers to carry out and complete project(s) over the course of their position
 3. Work Study/Intern Class - 2 hours per week
 - a. Students will engage in educational material every week (article, video, podcast, etc)
 - b. Students and supervisors will meet weekly to engage in discussion about educational resource