



600 Union Ave., Suite 204  
Fairfield, California 94533  
Phone: (707) 421-2272 Fax: (707) 434-0244

## CASA of Solano County Children's Waiting Room Coordinator Job Description

### Position Summary

Part time, ten (10) hours per week. Tuesday and Thursday mornings.

Assures effective and efficient day-to-day administration of the Children's Waiting Room, located within the CASA offices and managed by CASA of Solano County. Duties include, but are not limited to, effective management of the waiting room, effective maintenance of the waiting room and all furniture, fixtures and supplies within the waiting room as well as other duties as assigned by the Executive Director. Reports to the Executive Director.

### Responsibilities

- Manage on-going operations of the Children's Waiting Room, which is open on Tuesdays and Thursdays from 8:00 AM to 12:00 PM (excluding holidays).
- Check parent(s), guardians, and/or CASA volunteers and their child(ren) in and out of the Children's Waiting Room.
- Maintain all records as they pertain to usage of the Children's Waiting Room. Provide monthly usage report to Executive Director
- Provide age appropriate activities for the child(ren).
- Maintain communications with courtrooms regarding who is in the Children's Waiting Room, direct children to courtroom when case is called, and respond to courtroom inquiries.
- Replenish supplies as necessary.

- Sanitize and clean the Children's Waiting Room as necessary.
- Report compliance issues as they occur.
- Ensure that information pertaining to individuals who use the Children's Waiting Room remains confidential.
- Monitor parent(s) and child(ren) activities within the Children's Waiting Room
- Other duties as assigned by the Executive Director.

## Qualifications

- High school graduate; some college preferred; one year experience in a social service agency, non-profit organization, and/or court-related program preferred
- Demonstrated ability to work with children and their guardians
- Knowledge of general office practices and procedures
- Demonstrated word processing and computer skills
- Experience in dealing with the public
- Outstanding communication and human relations skills

## Salary Range

- \$11.00 - \$13.00 per hour

Position contingent on available funding.

### **Please send or fax resumes to:**

Candy Pierce, Executive Director  
CASA of Solano County  
600 Union Ave., Suite 204  
Fairfield, CA 94533  
(707) 434-0244 fax  
cpierce@casasolano.org

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