
Program Director Job Description



Position: Program Director
Reports to: Executive Director
FLSA Status: Exempt
Hours: Full Time
Salary: \$38,000 - \$48,000
Apply by: March 28, 2025

OUR MISSION

Training, empowering, and inspiring Volunteer Advocates to represent children in court who have experienced abuse or neglect and ensure they are safe, have a permanent home, and the opportunity to thrive.

OUR VISION

CASA of Elkhorn Valley envisions a world where every child who has experienced abuse or neglect is given the opportunity to thrive in a safe and loving home.

OUR CORE VALUES

Child-centered Advocacy, Integrity & Accountability, Respect & Inclusivity, Collaboration & Partnership, Excellence & Continuous Improvement, Service & Stewardship, Empathy & Compassion, Courage & Adaptability, Positive Impact & Lasting Change

POSITION PURPOSE

The Program Director will provide strong leadership, resilience, and vision while serving as a dedicated ambassador for the mission and values of CASA of Elkhorn Valley across Madison and Holt Counties in Nebraska. This role requires a highly motivated and organized individual responsible for equipping CASA Volunteer Advocates with comprehensive training, education, coaching, mentoring, and support to ensure effective advocacy for children in the foster care system. In collaboration with the Executive Director, the Program Director will develop, implement, and oversee Volunteer Training and Development programs, ensuring advocates are fully prepared to serve the best interests of the children they represent.

ESSENTIAL DUTIES & RESPONSIBILITIES

Training & Program Oversight

- Develop, implement, and oversee comprehensive training programs for new and existing Volunteer Advocates in coordination with the Executive Director.
- Facilitate continuing education opportunities that meet National CASA standards, ensuring all volunteers stay up to date on policies, legal procedures, and advocacy techniques.
- Assess volunteer training needs and modify training content based on feedback, legal changes, and program priorities.
- Provide ongoing educational support through workshops, seminars, in-service training, and other learning opportunities.
- Create and maintain resources, materials, and guides that enhance volunteer knowledge and performance.
- Assist in the implementation of retention strategies to encourage long-term engagement of Volunteer Advocates.
- Collaborate with CASA leadership to evaluate training outcomes and adjust programs to meet organizational goals.
- Perform other duties as assigned to support CASA's mission and program excellence

Case Management & Advocacy

- Maintain regular contact with Volunteer Advocates to provide coaching, guidance on emerging issues, and crisis management.
- Prepare Volunteer Advocates for court proceedings, offering support and guidance before and during hearings.
- Ensure Volunteer Advocates are adhering to protocols for their level of involvement with children and casework.
- Provide feedback on assignments through documented communication with Volunteer Advocates.
- Assist in matching Volunteer Advocates with children in foster care.
- Help develop and implement initial and ongoing case strategies for advocacy.
- Attend court hearings and track court dates as needed.
- Review, edit, and submit court reports in accordance with program procedures.
- Enter required information and data into CASA's management system in a timely and accurate manner, and ensure Volunteer Advocates do the same.

Community Engagement

- Identify and share relevant community resources available to Volunteer Advocates, children, and families.
- Work with other professionals, agencies, and community partners to resolve identified issues and enhance advocacy outcomes.
- Assist CASA leadership and staff in setting and evaluating program goals, objectives, and growth initiatives.
- Participate in external events, conferences, and community outreach to raise awareness about CASA's mission and recruit new volunteers.

Administrative & Organizational Duties

- Ensure compliance with all National CASA Association guidelines for training, reporting, and case management.
- Coordinate and document all volunteer development activities, ensuring records are complete and accurate.
- Help refine internal procedures and contribute to program improvement through feedback and collaboration with team members.
- Perform other duties as assigned to support CASA's mission and program excellence.

QUALIFICATIONS & SKILLS

- Passion for CASA's mission and a commitment to ethical practices and integrity.
- Bachelor's degree in social work, education, human services, or a related field (or equivalent experience preferred)
- 2 or more years of professional experience in child welfare, education, training development, or a related field
- Experience in volunteer program management, nonprofit organizations, child welfare, or juvenile law preferred.
- Background in educational or training program development is highly desirable.
- Strong written and verbal communication skills, with an ability to communicate effectively across diverse backgrounds.
- Demonstrated organizational skills and attention to detail, with the ability to manage multiple projects and meet deadlines independently.
- Ability to manage conflict, offer constructive feedback, and support individuals with different personalities and backgrounds.

- Strong leadership skills with demonstrated success in program oversight and volunteer engagement.
- Proficiency in technology, including document and spreadsheet applications, database systems, and virtual training platforms.
- Problem-solving skills with the ability to anticipate and address practical issues effectively.

SPECIAL CHARACTERISTICS

- Must pass an extensive background check.
- Travel within Madison & Holt counties required.
- Must have a valid driver's license, reliable vehicle, and proof of insurance.
- Occasional evening and weekend work may be required.
- Encouraged to attend annual state CASA Conference in Kearney

BENEFITS

- Health & Supplemental Insurance Options
- Retirement plan with 4% match
- Mileage reimbursement
- Sick, vacation, holiday, and leave packages
- Professional development opportunities
- Perks at Work exclusive savings and personal development

EQUAL EMPLOYMENT OPPORTUNITY

CASA of Elkhorn Valley is an equal opportunity employer and operates in compliance with federal, state and local laws and regulations prohibiting discrimination in employment. CASA of Elkhorn Valley prohibits preference, limitation, specification, or discrimination based upon race, color, sex, pregnancy, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin or the presence of any sensory, mental or physical disability (not constituting a bona fide occupational qualification). Further, it is the intent of CASA of Elkhorn Valley to ensure that the principle of equal opportunity is implemented in all personnel-related actions, including, but not limited to, recruitment, hiring, testing, training, promotion, compensation, and all other terms and conditions of employment in all job classifications.

HOW TO APPLY

If you are interested in leading a life-changing nonprofit, please complete and send the [Employee Application Packet](#) along with your resume by March 28, 2025 to apply@elkhornvalleycasa.org or by mail to: CASA of Elkhorn Valley, 408 W Norfolk Ave, Ste 102, Norfolk, NE 68701