



Clark County VOLUNTEER COORDINATOR

SALARY	\$35.38 - \$52.32 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	31542
DEPARTMENT	District Court	DIVISION	CASA
OPENING DATE	06/23/2026	CLOSING DATE	7/7/2026 5:01 PM Pacific
MAX NUMBER OF APPLICANTS	250		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the CASA Volunteer Coordinator position. This position is responsible for supporting and managing a caseload of professionally, trained and qualified volunteers, who work with abused and neglected children. This class normally operates independently to ensure an appropriate pool of volunteers are adequately screened, trained, evaluated and supported in their advocacy role. This class is distinguished from other County programmatic or supervisory classes in that the focus is completely upon the use of volunteers to supplement ongoing activities and programs.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources. Human Resources reserves the right to call only the most qualified applicants to the hiring interview.

This recruitment is limited to the first 250 applications received, and will close without notice, regardless of the closing date has been reached, when that number is received.

This position is non-union and is excluded from membership in the union

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's Degree in Business or Public Administration, Social Service, or a field related to the work AND three (3) years of full-time experience EITHER: developing or coordinating programs utilizing volunteers, OR providing professional direct service delivery in the programmatic area to which assigned. Full-time experience related to the volunteer function, which will have provided the knowledge and skills outlined above may be substituted for the college education on a year-for-year basis to a maximum of two (2) years. An appropriate advanced degree is desirable.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Attend meetings outside of normal working hours.

Licensing and Certification: Must possess a valid Nevada Class C Driver's License at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

- Prepares informational and educational materials and plans and implements outreach to inform and educate potential volunteers regarding opportunities and requirements. Interviews and screens volunteers, conducts background reviews, and refers potential volunteers to a specific unit or program area.
- Reviews written requests from staff for volunteers; determines appropriateness of need and requirements; matches volunteers to departmental needs whenever possible.
- Plans goals, objectives, procedures and work standards for the program.
- Orients volunteers to the department to which assigned; provides information regarding policies, procedures and regulations and conducts informational or training sessions and required.
- Evaluates the performance of volunteers and counsels or provides additional training as necessary; reassigns volunteers to other locations if required.
- Maintains records and prepares a variety of written report and materials regarding the volunteer program; plans and implements activities, awards and other methods for the recognition of volunteer staff.
- Develops and administers the budget for the assigned volunteer program.
- Maintains relationships with community organizations and businesses to provide services to clients; serves as a resource person for the department and the County in making presentations, serving on committees and coordinating volunteer and community resource opportunities and utilization throughout the community.
- Promotes public involvement and improved public relations; plans, organizes and implements departmental outreach events for improvement of customer service.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Provides a variety of general office support for the volunteer program that necessitates the use of standard office equipment.
- Provides assistance in setting up and staffing booths, displays and events related to the area of assignment.
- Drives a personal or County motor vehicle in order to attend off-site meetings and visit various locations and businesses within the community.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and visit work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Clark County

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<http://www.clarkcountynv.gov>