



Lorain County Domestic Relations Court

Job Posting

Classification Title:

FLSA Status: Non-exempt
Exemption Type: N/A
Civil Service Status: Unclassified
Position Grade: D5
Opening date: May 22, 2025

Volunteer Coordinator- CASA

Employment Status: Full-time
Reports To: Program Manager- CASA
Division: Court Services
Starting Rate: \$18.00/hr. (\$37,444.00)
Closing date: Open until filled

DISTINGUISHING JOB CHARACTERISTICS

Responsible for interviewing, screening, training, and monitoring volunteer Guardians ad Litem (GAL) for the Voices for Children- Court Appoint Special Advocate (CASA) Program. Assigns GAL volunteers to children involved in child neglect and dependency cases filed by Lorain County Children Services. Assists GAL volunteers in preparing for and attending court hearings, writing and reviewing reports, and providing support and feedback regarding case assignments. *This is a grant-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the grant or external funding resources*

BENEFITS OF EMPLOYMENT

- Excellent benefits package that includes comprehensive health, dental, vision, prescription, and life insurance policies. Supplemental policies are available for purchase at group rates.
- **Fourteen (14) paid holidays**, vacation and sick leave accrual, personal days, and longevity service pay.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and Deferred Compensation Plans.

WORK HOURS & LOCATION

Monday through Friday – 8:30 am to 4:30 pm

Some scheduling flexibility, including evening hours, may be required
Lorain County Justice Center, 225 Court St., 2nd Floor, Elyria, OH 44035

REQUIREMENTS:

- High School Diploma or GED required. Bachelor's degree preferred.
- Valid driver's license in good standing with proof of insurance. Must be eligible to drive under the County Commissioner's Driver/ Vehicle Risk Reduction Program.
- Mandatory drug screening, Diana Screening, and background check.

Complete and submit application at <https://www.lcdrc.org/employment>

Applications and resumes may be sent by email to employment@lcfct.org
Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio

LORAIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL MAKE REASONABLE
ACCOMMODATIONS TO QUALIFIED APPLICANTS WITH DISABILITIES