JOB OPENING – Youth Mentoring Program Manager

Status: Full-Time; Health Insurance eligible
Salary: $ 53,000
Location: Hybrid with statewide travel. Must live within West Virginia
Reports to: WV CASA State Director

About WV CASA:

CASA stands for Court Appointed Special Advocates. WV CASA is the statewide membership organization supporting local CASA programs across West Virginia. CASA volunteers are trained community members appointed by the circuit court to advocate for the best interests of children who have experienced abuse or neglect. Learn more at www.wvcasa.org.

About the Position:

The Youth Mentoring Program Manager leads day-to-day coordination of WV CASA's youth mentoring project, funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The role brings four local programs together to build a shared mentoring manual, set quality standards, and track services and results for youth affected by opioid and other substance use.

This position also plans training opportunities for CASA volunteers across the state and helps coordinate conferences and events. The Program Manager works with local program staff, guest trainers, and state office staff to keep activities organized and on schedule.

Essential Responsibilities:

Youth Mentoring Program Coordination

- Maintain the project plan, schedule, and deadlines; track progress toward project goals.
- Serve as the main contact for the four local mentoring programs. Hold regular check-ins, arrange site visits, and help address program needs.
- Bring local programs together to share ideas, solve problems, and improve mentoring services.
- Help local staff put mentoring guidelines into practice, including mentor screening, training, matching, and ongoing support.
- Work with trainers and substance use treatment partners to arrange mentor training, expert guidance, and referrals for youth and families.
- Help local programs plan how to continue and expand mentoring services.

Mentoring Program Manual & Quality Standards

- Lead work with local programs to create the project's Comprehensive Implementation Manual, a shared guide for running safe, consistent mentoring services.
- Develop common procedures for youth eligibility, mentor screening and training, matching,

supervision, safety and crisis response, referrals, and match closure.
- Create quality standards and review checklists with local programs. Use regular match reviews, site visits, and feedback to check practice and make improvements.
- Work with local programs to create shared forms for youth intake, mentor contacts, supervision, match reviews and closure, and feedback from youth, families, mentors, and partners.
- Keep a shared collection of forms, policy templates, training resources, and tools. Update the manual as programs learn; coordinate final review, publication, and sharing by Month 36.

Training & Conference Coordination

- Develop and maintain a statewide CASA volunteer training calendar based on local program needs.
- Coordinate trainings, conferences, and events for the youth mentoring project and statewide network.
- Work with presenters and manage registration, materials, communications, and virtual or in-person logistics.
- Coordinate travel and reimbursements, track expenses, and maintain attendance and training records.
- Collect participant feedback to improve future offerings.

General

- Provide program and state office support and perform other duties as assigned.
- Follow applicable National CASA/GAL standards, grant requirements, and WV CASA policies.

Qualifications:

- Bachelor's degree preferred in social work, education, nonprofit management, or a related field. Relevant work experience may take the place of a degree.
- Experience coordinating a program or major project, managing deadlines, and following through with limited supervision.
- Experience with grant reports, program records, or tracking results.
- Experience planning training or events.
- Knowledge of child welfare, trauma, and the effects of substance use on youth and families preferred.
- Strong organization, communication, and problem-solving skills. Proficiency with Microsoft Office.
- Ability to work respectfully with people from different backgrounds.
- Commitment to WV CASA's mission and protecting confidential information.

How to Apply:

Email letter of interest and resume to shanna@wvcasa.org by **6PM** Eastern on **Sunday, December 13, 2026**.

WV CASA is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or any other protected characteristic under applicable law.