

## PEER COORDINATOR PROCESS FOR SELECTION

- Nominations can be made by:
    - Program Supervisors
    - Peer Coordinators
    - Self (CASA Volunteer to a PC or CASA staff)
  - Program Director recruits a Nominating Committee to:
    - Committee will review possible PC candidates, their Volunteer Files including initial CASA applications, case reviews and potential skills.
    - Make a list of possible Candidates selected for each training class (Oct ,March or June)
    - Candidates selected will be invited to a informational meeting
  - Selected candidates invited to attend an individual PC informational meeting with the Program Director and Volunteer Coordinator. Information will be shared about the Peer Coordinator model, PC role, FAQ's, if candidate believes this is a good match for them and talk about the up-coming PC trainings in Oct/March/June.
    - A candidate packet with the following information will be provided:
      - Peer Coordinator FAQs
      - Peer Coordinator Job Description
      - Horizontal ORG chart of CASA Staff/PC
      - Process for Selection handout
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- Volunteer Coordinator will announce new Peer Coordinators to staff and PC's
  - Candidates who accept the invitation will formally be welcomed with a letter from the Program Director at the beginning of the month prior to their PC training.
  - Peer Coordinator Pre-Service Training will be held **late October/Early March/ Late June**