

**VERMONT JUDICIAL BRANCH**  
**GUARDIAN AD LITEM COORDINATOR**

**Court:** Court Administrator's Office

**Supervisor:** CAO

**Job Code:** 97300J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 23

**Union Eligible:** Yes

**PURPOSE:**

The position will involve program management, public relations and administrative responsibilities to lead and coordinate the GAL program across a geographic section of the state. Operates within program policy and procedures.

**ESSENTIAL JOB FUNCTIONS:**

- Manages and facilitates regular in-service training and administrative meetings for GALS.
- Serves as a statewide GAL training facilitator following statewide training standards.
- Recruits and screens new GALS as needed in consideration of needs of the court and case load performance goals under statewide policies and procedures.
- Increases public awareness of the volunteer Guardian ad Litem program, including drafting media notices and speaking to community groups and other interested organizations.
- Works collaboratively and communicates effectively with Judges, Court Clerks, court staff and the court's justice partners.
- Ensures compliance with state law and program policies and procedures for quality assurance.
- Informs GALS of available community resources.
- Processes and responds to complaints regarding volunteers or program in compliance with program policies and procedures; addresses systemic issues impacting GALS.
- Prepares periodic financial, performance, and grant reports as requested by supervisor.
- Utilizes software applications for financial and performance reporting as required by supervisor; obtains information from court case management system as needed.
- Identifies and recommends effective approaches to improve the operations of the program.
- Apply principles of training and facilitation, including adult learning principles.
- Establish collaborative relationships with court staff, judicial officers, court administration, social service agencies and community organizations.
- Ability to effectively advocate for volunteer GALS and GAL Program.
- Other duties and responsibilities as required including training colleagues.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

**OTHER DUTIES AND RESPONSIBILITIES:**

The above statements provide the general nature and level of work performed by employees of this

classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

**ENVIRONMENTAL FACTORS:**

Duties are typically performed in an office setting with normal working conditions. Depending upon duties assigned, some travel may be necessary, for which private transportation may be needed. May be called upon to lift 25 pounds.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Education: Bachelor's Degree

Experience: Four years at or above a technical or professional level in social work, psychology, child development, mediation, family counseling or related judicial/legal setting.

Graduate work in counseling or related field may be substituted for up to one year of experience on a semester for six month basis. Completion of a one-year program in paralegal studies/mediation may be substituted for six months of experience.

Note: Additional experience as described above may be substituted for the bachelor's degree on a six months for semester basis.