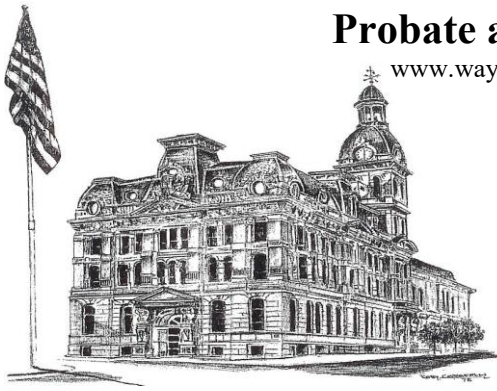


WAYNE COUNTY COURT OF COMMON PLEAS

Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

LATECIA E. WILES, JUDGE

CONTRACT OPPORTUNITY: DIRECTOR OF THE WAYNE COUNTY JUVENILE COURT VOLUNTEER GUARDIAN AD LITEM (GAL) PROGRAM

Make a meaningful impact in the lives of children in Wayne County

The Wayne County Juvenile Court is seeking a dedicated and motivated professional to serve as the Director of the Volunteer Guardian ad Litem (GAL) Program. This position plays a critical role in ensuring that children involved in child protection cases have a strong, independent voice advocating for their best interests.

This is a one-year contracted position starting October 1, 2026 and ending September 30, 2027, with the possibility of annual renewal based on grant funding.

As Director, you will lead and strengthen the Court Appointed Special Advocate and Guardian ad Litem (CASA/GAL) Program, by recruiting, training, and supporting committed community volunteers who serve as advocates for children in the juvenile court system.

Key Responsibilities (Independent Contractor):

- Recruit, train, and supervise volunteers who advocate for the best interests of children in cases assigned by the Wayne County Juvenile Court;
- Serve as Guardian ad Litem in child welfare cases, and actively manage a caseload of assigned appointments;
- Collaborate closely with court staff on volunteer assignments and respond to requests within seven days;
- Promote the CASA/GAL Program through outreach, community education and public speaking;
- Serve as the primary liaison with statewide and national CASA/GAL organizations;

- Maintain accurate program statistics, prepare an annual program report, and respond promptly to VOCA/SVAA grant-related requests.
- Monitor and ensure ongoing compliance with all grant requirements, including documentation, reporting deadlines, data tracking and allowable cost guidelines. Support the court in preparing, updating and submitting grant applications and renewals by providing required program data, narrative updates and compliance information;
- Maintain current policies and procedures for the program;
- Ensure personal and volunteer compliance with Rule 48 of the Rules of Superintendence;
- Submit annual documentation verifying personal and volunteer completion of all pre-service and continuing education requirements pursuant to Sup.R. 48.07, including training details and training certifications;
- Provide ongoing training to volunteers on the duties of guardians ad litem under Sup.R. 48.03(D), including organizing an annual, full-day training event;
- Submit resumes or information sheets for all new volunteers, along with criminal and civil background checks, prior to their swearing-in.
- If the selected individual is an attorney licensed to practice law in Ohio, the individual may also be responsible for the following:
 - Provide legal advice and guidance to the volunteers and maintain active malpractice insurance throughout the duration of the contract; and
 - Attend court hearings related to assigned cases, and support volunteers by appearing at hearings upon request.

Qualifications: Strong communication skills and a high attention to detail are essential. Preferred candidates will have experience in child welfare, or experience representing, investigating, or litigating in abuse and neglect matters.

Compensation: The contract provides compensation of up to \$34,802.40 per year, grant-funded at a rate of \$34.12 per hour. The program operates year-round, averaging approximately 85 hours per month, and may not exceed \$3,500.00 in any single month.

How to Apply: Submit a resume and a letter of interest to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691 or via email to dwatkins@waynecourts.org. Applications will be reviewed on a rolling basis as they are received.

Date Posted: July 10, 2026

Deadline: Open until filled

THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.