

Clubhouse Manager

Job Posting

Classification	Full-time, Salaried (Exempt)
Reports To	Chief Operating Officer
Location	Based in Columbia, Missouri – Boone County; occasional travel within service area

About Heart of Missouri CASA

Heart of Missouri CASA trains and supports volunteer advocates to uplift the voices of children in the court system who have experienced abuse and neglect. We serve children in foster care across Boone and Callaway Counties, pairing them with a trained volunteer who becomes one of the most consistent adults in their life until they reach a safe, stable home.

We're in a season of significant growth — building toward a new Headquarters and Clubhouse, expanding our team, and working toward a goal of serving every child in our circuit who needs a CASA advocate by 2030.

The Ideal Person for This Position

- You're a natural operator — you keep a busy facility running smoothly, staffed, and welcoming, even when several moving pieces are in play.
- You lead people with warmth and accountability, so volunteers and staff feel supported and clear on what's expected of them.
- You build genuine partnerships with the families, volunteers, and community agencies who rely on the Clubhouse.
- You're detail-oriented about the things that keep a facility running — inventory, scheduling, maintenance, and policy — because you know smooth operations are what let families relax once they walk through the door.
- You care deeply about children and families affected by foster care and want your work to help create a safe, joyful space for them.

Position Summary

The Clubhouse Manager provides operational support, planning, and supervision for programming at the CASA Clubhouse, an activity center designed for children in foster care and their families. The Clubhouse Manager is responsible for recruiting and supervising team members and volunteers to

ensure proper staffing and scheduling for the children, families, CASA volunteers, and child welfare workers who use the Clubhouse. The Clubhouse Manager plans, implements, and often directly facilitates activities and events for children in foster care, ranging from structured programming and skill-building activities to family visitation support and seasonal events.

Duties & Responsibilities

1. Clubhouse Operations & Facility Management (Approximately 50%)

- Oversee Clubhouse policies and procedures in coordination with the Chief Operating Officer, including but not limited to the Clubhouse volunteer handbook, Clubhouse staff policies and procedures manual, intake/interview procedures, and Clubhouse activity scheduling and usage.
- Monitor facility inventory to ensure continuity of services and activities.
- In coordination with the Chief Operating Officer, oversee maintenance and upkeep of the Clubhouse, coordinating area businesses on any needed repairs or services.
- Maintain inventory for the Clubhouse Kids Care Closet and sensory activities.
- Serve as back-up at the Clubhouse front desk when additional staffing support is needed.

2. Staff & Volunteer Supervision (Approximately 20%)

- Lead hiring and onboarding of Clubhouse staff and volunteers.
- Actively participate in training and supervising Clubhouse staff and volunteers.
- Maintain records and scheduling of staffing and volunteer coverage for facility use.
- Maintain contact on a regular, recurring basis with all volunteers, team members, and community groups who use the facility.

3. Programming, Facilitation & Community Collaboration (Approximately 20%)

- Plan and maintain a calendar of activities and events for children in foster care, including structured programming, skill-building activities, and seasonal or special events.
- Directly facilitate select Clubhouse activities and programming, stepping in as lead or co-lead when appropriate for the age group, activity type, or staffing coverage.
- Coordinate with outside facilitators, volunteers, or community partners for specialized programming (e.g., therapeutic, educational, or enrichment activities).
- Work in coordination with the advocacy program to ensure seamless services for children.
- Participate in volunteer recruitment events and outreach activities as needed.

4. Strategic Plan Implementation (Approximately 5%)

- Serve on at least one strategic plan implementation committee.
- Complete assigned action steps tied to the agency strategic plan in a timely manner.

5. Meetings & Professional Engagement (Approximately 5%)

- Attend internal staff meetings, program meetings, and supervision with direct supervisor.

- Provide regular updates at staff meetings on Clubhouse progress, activities, and needs.
- Participate in statewide CASA network meetings as assigned; participate in national CASA meetings as the opportunity arises.
- Attend local, regional, and state trainings and conferences to support professional development.

6. Other

- Perform additional duties as assigned to support Clubhouse operation and mission delivery.

Required Qualifications

- Bachelor's degree in social work, child development, or social-service related field.
- Minimum two years of experience working with at-risk children and families, preferably within the foster care system.
- Demonstrated ability to communicate with, supervise, and empower staff to be effective in their roles.
- Trauma-informed, culturally responsive approach to working with children and families, with a solid knowledge and understanding of child abuse and neglect.
- Ability to work effectively with diverse individuals and groups.
- Exceptional organizational and time management skills, with the ability to manage multiple priorities.
- Willingness and ability to learn and use a detailed scheduling system to coordinate facility activities and staff and volunteer coverage.
- Comfort with public speaking and confident communication in a variety of settings, including with staff and volunteers and at community events.
- Excellent written and interpersonal communication skills.
- Commitment to Heart of Missouri CASA's program goals and mission.
- Commitment to ongoing professional and personal learning.
- Proficiency with Microsoft 365
- Ability to pass criminal background checks and child abuse/neglect registry checks.
- Valid driver's license and reliable transportation.

Preferred Qualifications

- Experience managing staff and volunteers.
- Experience in facility oversight and management.
- Experience working with detailed scheduling systems.

Work Environment & Schedule

This position is based at the Heart of Missouri CASA Clubhouse and Headquarters in Columbia, Missouri – Boone County. Evening and weekend availability is occasionally needed to support Clubhouse programming; flexibility in scheduling is provided.

Compensation & Benefits

Starting salary range: \$56,000 - \$60,000

Benefits include:

- Comprehensive health benefit through Liberty Family Medicine and Health Access Solutions, including direct primary care, low-cost prescriptions, up to \$4,500 annually in preventive care reimbursements, \$3,000 in mental health and substance counseling, wellness and nutritional health reimbursements and more.
- Co-op Dental plan through Health Access Solutions — a member-owned cooperative that reimburses 100% of preventive dental expenses and 95% of non-preventive dental care, with no networks and no lifetime maximum. Includes up to \$200 annually toward vision hardware.
- Retirement plan (match up to 3% of salary).
- Generous paid holidays (20 days, including your birthday).
- Paid vacation (10 days, increasing to 15 in 3rd year, 20 in 4th year).
- Paid sick time.
- Paid parental leave.
- Cell phone stipend (\$40/month).
- Flexible work schedule options.
- Mileage reimbursement.

How to Apply

To apply, please submit a cover letter and resume to ChaRae Champion, Chief Operating Officer, at hello@homcasa.org or through the [Indeed posting](#). This position will remain open until filled; candidate screening will begin the week of September 14th.

Equal Opportunity Employment

Heart of Missouri CASA is an equal opportunity employer. We are committed to hiring individuals based on merit, qualifications, and alignment with our mission to support children and families in foster care.

We welcome applicants from all backgrounds and value a diversity of professional experiences and life journeys — including, but not limited to, experience in foster care, child advocacy, or trauma-informed

systems. While such experiences are not required, they help inform compassionate and effective service delivery.

We make all employment decisions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status. Our policies adhere to current federal and state employment laws.

If our mission resonates with you and you believe your skills and experiences can make an impact, we encourage you to apply.

The most significant duties have been included in this description. Other duties may be assigned or modified from time to time. The organization retains the right to update this job description as needed to accurately reflect the duties of the position.