POSITION: Volunteer Program Manager  
Hourly / Part-Time / Non-Exempt

RECRUITMENT ID: 547

SCHEDULE: Part-time 16-20 hours per week, 12 months per year  
Wednesday – Friday scheduled hours are flexible & Sunday 11:30 am - 5:30 pm  
There is room for some flexibility, and occasional evening/special event hours will be required

LOCATION: Gateway Science Museum (GSM)

ESSENTIAL JOB FUNCTIONS: Reporting to the Executive Director of the museum, this position is responsible for recruiting, training and coordinating volunteers. Employee is expected to work independently but in close communication with the Director and in collaboration with GSM support staff.

- Coordination of Volunteers  
  - Recruitment  
  - Orientation and training  
  - Weekly communication  
  - Scheduling  
- Share in Supervision of Docents & Museum  
  - Sunday Weekend Shift Supervisor 11:30 am – 5:30 pm

EMPLOYMENT STANDARDS:

Required:
Candidate must be self-motivated; possess interpersonal, planning, and organizational skills; be flexible in response to ideas and points of view; have the ability to independently set priorities and deadlines and ensure that projects are completed in a timely and exemplary manner.

- Strong verbal and written English communication skills
- Familiarity with STEM
- Contribution of creative ideas
- Customer service
- Teamwork and leadership
- Working within a fast-paced environment
- Computer, Microsoft Office & Outlook

Preferred:
Spanish verbal and written communication skills.
BASIC JOB REQUIREMENTS:
Work environment varies over a broad spectrum, from sitting in a climate controlled office to garden curation in summer heat. A comprehensive list of physical and mental requirements typically or occasionally required of the job includes:

Physical Requirements:
- Sitting, kneeling, fine manipulation, walking, reaching, standing, twisting, bending, pushing, pulling, squatting, grasping, lifting and carrying up to 40 pounds, climbing ladders
- Mild to extreme (heat) temperatures, inside, and outside activity.

Mental / Reasoning Requirements:
- Reading (simple to complex), writing (simple to complex), clerical
- Analysis/comprehension, judgment / decision-making, conflict-resolution, diplomacy
- Creative thinking, critical & analytical problem-solving

Work Environment:
- Shift work, independent work, team work
- Interactions (verbal & face-to-face) with staff, visitors, volunteers, collaborators, campus employees, and patrons.
- Ability to work with a diverse population

ADDITIONAL REQUIREMENTS:
- Occasional on-call emergency supervisor in absence of Director
- Occasional Special Event attendance (weekend or evening)

COMPENSATION: $13.50 hour
The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Application deadline is July 14, 2017. Incomplete application packages will not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation 25 Main Street, 2nd Floor suite 206 Chico, CA 95928-5388
IN PERSON: CSU, Chico Research Foundation 25 Main Street, 2nd Floor suite 206 Chico, CA
BY EMAIL: rfhriobs@csuchico.edu
BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.