POSITION: Director of Volunteer Services  
Full-Time/Salary/Exempt

RECRUITMENT ID: 525 - Record the Recruitment ID number on the RF Application when applying

LOCATION: PASSAGES

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Executive Director of Passages, this position provides direction and oversight to the Volunteer Services Unit including resource development, strategic planning, program development, fiscal management, stipend/activity management, promotional activities, staff supervision, volunteer recruitment, and management and coordination with agency and community resources. Examples of responsibilities include:

- Prepare quarterly/annual program reports as required by funding sources to evaluate progress, identify problems and maintain regular communication with funders.
- Select, train, supervise, and evaluate program staff to ensure effective program operations.
- Represent programs in community through presentations, affiliations, participation in meetings and conferences to increase viability of the programs, expand base of knowledge, secure funding, and recruit volunteers.
- Provide primary staff support and technical assistance to the Community Advisory Council to carry out promotional, fundraising, evaluation, and volunteer support activities.
- Negotiate, review and update Memoranda of Understanding with volunteer stations to establish guidelines for volunteer placements.
- Recruit, screen, place, and supervise volunteers to ensure successful and productive assignments; develop new volunteer stations in response to community needs.
- Manage and process checks for stipends, travel and meal reimbursements to meet grant requirements; maintain accurate records to comply with funding regulations.
- Prepare and conduct presentations in a variety of external settings to request funding support to enhance the total programs’ effectiveness and visibility.
- Establish long-range goals and objectives for programs to create vision and provide leadership.
- Prepare annual program budgets; monitor revenues and expenditures to maintain fiscal control.
- In conjunction with the Executive Director, develop and maintain funding sources; prepare grant applications and contracts for new and continuing funding sources to maintain sound financial base for programs.
- Develop/maintain cooperative working relationships with community organizations to gain support and promote linkages with other agencies.

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.
• Participate on agency-wide committee promoting cooperation between components in meeting the mission of the agency.

EMPLOYMENT STANDARDS: Requires a minimum of four (4) years of full-time equivalent experience in the administration, coordination and/or planning of social, health, educational or related human services programs or services. In addition, prior experience (paid or unpaid) must demonstrate experience working with volunteers and supervision of others. A Bachelor’s degree in social services, public administration or related field desirable. Required knowledge and abilities include: Ability to manage grants and contracts from federal and state funding sources, prepare quarterly and year end reports, actively manage program budget; ability to communicate effectively and prepare clear and concise written and oral reports; ability to work cooperatively with providers of services, community groups and individuals; ability to research and write grant proposals; ability to work independently and under pressure; ability to meet deadlines; ability to effectively utilize Microsoft Word and Excel for the generation of reports and budgets; ability to learn and manage various databases for tracking volunteers; ability to supervise paid staff as well as volunteers. Must possess a valid California Driver’s License and good driving record. Fingerprinting and participation in the DMV Employer Pull Notice Program (driving record) will be required of the successful candidate.

COMPENSATION: Salary: $4345.47/month + benefits. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays.

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, supplemental application, cover letter, current resume and three professional references. Application and announcement can be located on our website. Application review begins is February 10, 2017. Applications received after this date may not be considered. Open until filled. Applications can be submitted:

BY MAIL:
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

BY IN PERSON:
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
rfhrjobs@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/

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